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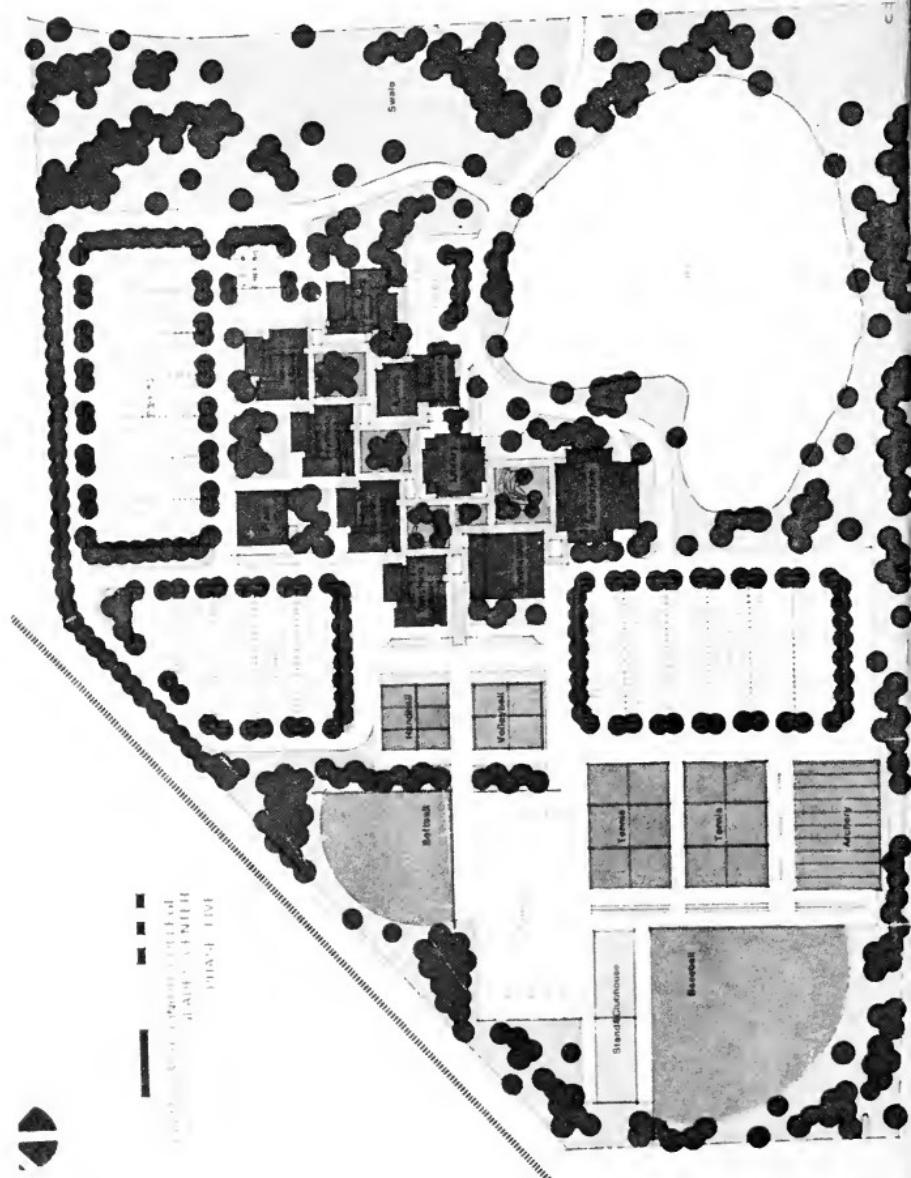




**PALM  
BEACH  
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COLLEGE  
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/78**

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*First buildings at PBJC Glades are under construction, and will be occupied during the Fall Term, 1977.*



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Ground breaking at Glades. Dr. Harold C.  
Fedor, Mrs. Homer J. Hand, Mrs. Harry  
Anstead, Dr. Cecil Conley.

## THE BULLETIN



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CONTENTS .....	2
ADMINISTRATION .....	3
CALENDAR .....	4
FACULTY .....	7
EMERITUS FACULTY .....	19
OTHER ADMINISTRATIVE .....	20
OFFICE STAFF .....	21

# **Contents**

Calendar .....	4
Faculty .....	7
Emeritus Faculty .....	19
Other Administrative/Professional Staff .....	20
Office Staff .....	21
<b>THIS IS PBJC</b> .....	23
History .....	30
PBJC District .....	33
Continuing Education .....	35
Student Activities .....	37
Student Personnel Services .....	38
Student Financial Aid .....	41
Student Body Organizations .....	43
<b>GENERAL REGULATIONS</b> .....	45
Methods of Admission .....	46
Admission Procedures .....	51
PBJC Fees .....	56
Federal Education Benefits .....	62
Student Classifications .....	63
Attendance .....	64
Grading .....	65
Policies .....	66
<b>HOW TO CHOOSE YOUR PROGRAM</b> .....	69
Non-Degree Programs .....	70
Associate in Science .....	71
Associate in Arts .....	72
Graduation Requirements .....	73
Help in Making Your Choice .....	75
<b>LISTS – Departments, Majors</b> .....	76
<b>DEPARTMENTS, PROGRAMS AND COURSES</b> .....	83
How to Use This Section .....	84
Art .....	85
Business .....	97
Communications .....	120
Data Processing .....	129
Dental Health .....	134
Engineering Technology .....	140
Law Enforcement, Corrections, Security and Loss Prevention .....	162
Library .....	170
Mathematics .....	172
Music .....	177
Nursing .....	186
Physical Education and Recreation .....	191
Related Health Programs .....	195
Science .....	209
Social Science .....	224

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Fred J. Holling, Jr., B.S., M.Ag. . . . .	Coordinator of Continuing Education, Central Campus
Robert C. Moss, B.A., M.Ed., Ed.S. . . . .	Assistant Dean of Student Personnel
James W. Tanner, B.S., M.S. . . . .	Coordinator of Continuing Education, South Center
G. T. Tate, B.S., M.S., Ed.D. . . . .	Vice President for Business Affairs
Dale Washburn, B.S., M.S. . . . .	Director of Data Processing
Mildred M. Whatley, B.A., M.A. . . . .	Director of Institutional Research
Don C. Whitmer, B.S., M.S. . . . .	Asst. Dean of Academic Affairs for Vocational-Technical Education

# ***Student Calendar***

## **FIRST SESSION 1976-77 – Spring Term I**

April 20 . . . . .	Final day to make application for admission as a day student, 3:00 p.m.
April 27 . . . . .	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 27 . . . . .	Final day to reactivate files for day school
May 6 . . . . .	Early Registration for day students by appointment
May 6 . . . . .	Early Registration for evening student 6:00-9:00 p.m.
May 12 . . . . .	Orientation, Advising and Registration for day students by appointment
May 12 . . . . .	Registration for evening students, 6:00-9:00 p.m.
May 13 . . . . .	Late Registration
May 13 . . . . .	Classes Begin
May 13, 16, 17 . . . . .	Days to correct schedules due to error only (9:00 a.m.-3:00 p.m., day students) (6:00-9:00 p.m., evening students)
May 16, 17 . . . . .	Final day to withdraw with refund
May 17 . . . . .	Final day to complete application for graduation
May 30 . . . . .	Memorial Day Holiday
June 16 . . . . .	Final day to withdraw from class with a "W"
June 16 . . . . .	Final day to change from credit to audit.
June 23 . . . . .	Final examinations.

## **SECOND SESSION 1976-77 – Spring Term II**

June 8 . . . . .	Final day to make application for admission as a day student, 3:00 p.m.
June 15 . . . . .	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 15 . . . . .	Final day to reactivate files for day school
June 24 . . . . .	Orientation, Advising and Registration for day students by appointment
June 24 . . . . .	Registration for evening students 6:00-9:00 p.m.
June 27 . . . . .	Late Registration
June 27 . . . . .	Classes Begin
June 27, 28, 29 . . . . .	Days to correct schedules due to error only (9:00 a.m.-3:00 p.m., day students) (6:00-9:00 p.m., evening students)
June 29 . . . . .	Final day to withdraw with refund
July 4 . . . . .	Independence Day Holiday
July 7 . . . . .	Final day to complete application for graduation
July 29 . . . . .	Final day to withdraw from class with a "W", 3:00 p.m.
July 29 . . . . .	Final day to change from credit to audit, 3:00 p.m.
August 5 . . . . .	Final examinations

## **FALL TERM – 1977-78**

July 20 . . . . .	Final day to make application for admission as a day student, 3:00 p.m.
July 27 . . . . .	Final day to complete all application procedures
July 27 . . . . .	Final day to reactivate files for day school

# Calendar

August 9	Final day to withdraw with 100% refund
August 10, 11, 12, 15	Orientation, Advising and Registration for day students by appointment
August 10	Registration for returning evening students, 6:00-9:00 p.m.
August 11, 12, 15	Registration for new and returning evening students, 6:00-9:00 p.m.
August 16	Late Registration for day students who met all entrance requirements as of July 27
August 16	Late Registration for evening students 6:00-9:00 p.m.
August 17	Classes Begin
August 17, 18, 19, 22, 23	Days to correct schedules (9:00 a.m.-3:00 p.m., day students)
August 17, 18, 22, 23	Evenings to correct schedules (6:00-9:00 p.m., evening students)
August 23	Final day to withdraw with 80% refund
September 5	Labor Day Holiday
September 20	Final day to complete application for graduation
October 11	Eight Weeks Progress Report Period ends
November 11	Veterans Day Holiday
November 23	Final day to withdraw from class with a "W"
November 23	Final day to change from credit to audit
November 24, 25	Thanksgiving Holidays
December 9, 12, 13, 14, 15	Final examinations

## WINTER TERM - 1977-78

December 12	Final day to make application for admission as a day student, 3:00 p.m.
December 19	Final day to complete application procedures as a day student, 3:00 p.m.
December 19	Final day to reactivate files for day school
December 28	Final day to withdraw with 100% refund
January 3, 4, 5	Orientation, Advising and Registration for day students by appointment
January 3	Registration for returning evening students only
January 4, 5	Registration for new and returning evening students (6:00-9:00 p.m.)
January 6	Late Registration for day students who met all entrance requirements as of December 19, 9:00 a.m.-12:00 Noon
January 6	Late Registration for evening students, 6:00-9:00 p.m.
January 9	Classes Begin
January 9, 10, 11, 12, 13	Days for correcting schedules (9:00 a.m.-3:00 p.m., day students)
January 9, 10, 11, 12	Evenings to correct schedules (6:00-9:00 p.m., evening students)
January 13	Final day to withdraw with 80% refund, 3:00 p.m.
February 10	Final day to complete application for graduation
March 3	Eight Weeks Progress Report Period ends
March 24, 27	Easter Holidays
April 14	Final day to withdraw from class with a "W", 3:00 p.m.
April 14	Final day to change from credit to audit, 3:00 p.m.
April 28, May 1, 2, 3, 4	Final examinations
May 5	Orientation, Advising and Early Registration for Spring Term I
May 5	Registration for returning evening students, 6:00-9:00 p.m.
May 10	Commencement Exercises

## Calendar

### FIRST SESSION 1977-78 — Spring Term I

April 21	Final day to make application for admission as a day student, 3:00 p.m.
April 28	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 28	Final day to reactivate files for day school
May 5	Early Registration for day students by appointment
May 5	Early Registration for evening students, 6:00-9:00 p.m.
May 10	Final day to withdraw with 100% refund
May 11	Orientation, Advising and Registration for day students by appointment
May 11	Registration for new and returning evening students, 6:00-9:00 p.m.
May 12	Late Registration
May 12	Classes Begin
May 12, 15, 16	Days to correct schedules due to error only (9:00 a.m.-3:00 p.m., day students)
May 15, 16	(6:00-9:00 p.m., evening students)
May 16	Final day to withdraw with 80% refund
May 25	Final day to complete application for graduation
May 29	Memorial Day Holiday
June 15	Final day to withdraw from class with a "W"
June 15	Final day to change from credit to audit
June 22	Final examinations

### SECOND SESSION 1977-78 — Spring Term II

June 7	Final day to make application for admission as a day student, 3:00 p.m.
June 14	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 14	Final day to reactivate files for day school
June 22	Final day to withdraw with 100% refund
June 23	Orientation, Advising and Registration for day students by appointment
June 23	Registration for evening students 6:00-9:00 p.m.
June 26	Late Registration
June 26	Classes Begin
June 26, 27, 28	Days to correct schedules due to error only (9:00 a.m.-3:00 p.m., day students) (6:00-9:00 p.m., evening students)
June 28	Final day to withdraw with 80% refund
July 4	Independence Day Holiday
July 7	Final day to complete application for graduation
July 28	Final day to withdraw from class with a "W", 3:00 p.m.
July 28	Final day to change from credit to audit, 3:00 p.m.
August 4	Final examinations

CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

***Faculty***

ACKERMAN, KENNETH E.	Chemistry
B.S., Baldwin-Wallace College	
M.A., Western Reserve University	
ADAMS, JOHN F.	Communications
B.A., Berry College	
M.A., Auburn University	
ALBEE, D. HUGH	Music
A.B., B.M., M.M., Eastman School of Music, University of Rochester	
D.M., Florida State University	
AKERS, RUTH R.	Music
B.A., Florida Atlantic University	
M.M., Indiana University	
ALBER, KNUD D.	Mathematics
B.S., North Carolina State College	
M.Ed., University of North Carolina	
M.A., Louisiana State University	
ALLEE, MAX LEROY	(Personal Leave 1976/77) Psychology
B.A., M.A., University of Florida	
ALLRED, ELIZABETH T.	Biology
A.B., Keuka College	
M.A., Mount Holyoke College	
AMBROSIO, MARTHA A.	Hotel - Food Service
B.S., M.S., R.D., Florida State University	
ARANT, ODAS E.	Art
B.A., M.F.A., Florida State University	
ARCHER, PATRICK	Art
B.A., Principia College	
M.F.A., California College of Arts and Crafts	
BAILEY, RICHARD R.	Biology
B.S., Florida A&M University	
M.S., Fairleigh Dickinson University	
BALDREE, JEWEL S.	Communications
B.A., M.A., North Texas State University	
BALDREE, OPAL H.	Data Processing
B.S., University of Illinois	
M.A., Florida Atlantic University	
BARTON, FRANCIS D.	Mathematics, North Campus
B.S., B.SwA.E., U.S. Naval Academy	
M.Ed., Florida Atlantic University	
BATSON, ROBERT L. JR.	Accounting
B.A., Harding College	
M.A., M.Ed., George Peabody College for Teachers	
BECHERER, FLOYD O.	History
A.B., M.A., Washington University	
BEEDY, DEANE C.	Business Administration
B.S., Ed.M., Boston University	
BEHEL, SUSAN N.	Biology
B.S., M.A., Ph.D., University of Maryland	
BELL, ROY E.	Physical Education
B.S., M.P.E.H., University of Florida	
BENEDICT, DEAN G.	Dental Assisting
B.S.Ed., Ohio Northern University	
D.D.S., Ohio State University	
BENKEN, BARBARA J.	Nursing
R.N., B.S., State University College at Plattsburg, N.Y.	

<b>Faculty</b>		
<b>BETZ, VINCENT P.</b>		Communications
B.A., Seton Hall University		
M.Ed., University of Florida		
<b>BLANTON, BETTY G.</b>		Physical Education
B.S., Florida State University		
M.P.E.H., University of Florida		
<b>BLOODWORTH, CAROL J.</b>		Communications
B.A., M.A.T., Emory University		
<b>BOOK, ROBERT L.</b>		Engineering Technology
B.S.Ed., California State College of Pennsylvania		
M.S., Florida State University		
<b>BORTNICK, DAVID M.</b>		Mental Health
B.S. in Ed., Temple University		
M.S.W., Ph.D., Florida State University		
<b>BOSWORTH, MARY L.</b>		Asst. Chairperson, Dept. of Communications
B.S.Ed., Georgia State College for Women		
M.Ed., Ed.D., University of Miami		
<b>BOTTOSTO, SAMUEL S.</b>		Chairperson, Dept. of Social Science
B.S., Columbia University		
M.A., Furman University		
Ed.D., University of Florida		
<b>BOWSER, KATHLEEN L.</b>		Director, Early Learning Center
B.S., Boston University		
M.Ed., Florida Atlantic University		
<b>BRIDWELL, CARRIE G.</b>		Communications
A.B., Florida A&M University		
M.A., New York University		
<b>BROWN, DIANE M.</b>		Nursing
B.S.N., Tuskegee Institute		
<b>BULLOCK, RUBY L.</b>		Mathematics
A.B., Florida A&M University		
M.A., University of Chicago		
M.S., University of Maine		
<b>BUSSELL, JAN S.</b>		Engineering Technology
B.S., M.S., Florida State University		
<b>BUSSELLE, DONALD H.</b>		Communications
B.S.E., University of Tampa		
M.S., Florida State University		
<b>BUTLER, CAROL S.</b>		(Personal Leave 1976/77) Biology
B.S., Duke University		
M.A.T., University of North Carolina at Chapel Hill		
Ed.D., Florida Atlantic University		
<b>BUTLER, PAUL W.</b>		Counselor, Student Personnel
B.S., Ft. Valley State College		
M.A., Fisk University		
<b>BUTTERWORTH, DONALD O.</b>		Music
B.M., M.M., Eastern School of Music		
Ed.D., Teachers College, Columbia University		
<b>CAMPBELL, JUDY ANN B.</b>		Nursing
R.N., B.S., M.A., University of Florida		
Ed.D., Florida Atlantic University		
<b>CARLOS, JOHN B.</b>		Engineering Technology
B.E.E., Pratt Institute		
<b>CAYLOR, DANIEL P., JR.</b>		Biology
B.S., Indiana University of Pennsylvania		
M.S., Cornell University		
<b>CERAVOLO, JOSEPH J.</b>		Physical Education
B.S., Davis & Elkins College		
M.Ed., University of Pittsburgh		

**Faculty**

<b>CHURCH, GERALD B.</b>	Engineering Technology
B.S.C.E., McGill University	
M.P.A., Florida Atlantic University	
<b>COFFIN, JEAN A.</b>	Nursing
R.N., Methodist Hospital School of Nursing	
B.S., Butler University	
M.S., University of Chicago	
<b>COLLINS, LAURA R.</b>	English
A.B., Eastern Kentucky State College	
M.A., University of Kentucky	
<b>CONLEY, CECIL</b>	Vice President, Glades Center
B.S., M.S., University of Kentucky	
Ph.D., North Carolina State University	
<b>CONNELLY, OLGA</b>	Communications
B.S.E., Pennsylvania State Teachers College	
M.A., University of Michigan	
<b>CONNOLLY, JOHN M.</b>	Communications
B.A., M.A., University of North Dakota	
<b>COOK, DONALD W.</b>	Counselor, Student Personnel
B.S., M.Ed., University of Florida	
<b>CORRELL, JOHN W.</b>	Art
B.S., Northwest Missouri State University	
<b>CROWLEY, EDWARD J.</b>	Communications
B.S., Bridgewater State College	
M.A., Boston College	
<b>DAMPIER, H. PAYGE</b>	Social Science
B.S.E., M.Ed., University of Cincinnati	
<b>D'ANGIO, ROBERT A.</b>	Coordinator, Continuing Ed., North Campus
B.A., M.A., Stetson University	
<b>DARCEY, HELEN B.</b>	Communications
B.A., M.Ed., Florida Atlantic University	
<b>DASHER, PAUL J.</b>	Chairperson, Science Department
B.S., University of Illinois	
M.A., Ph.D., Indiana University	
<b>DAUGHERTY, L. RAYBURN</b>	Social Science
A.A., Lindsey Wilson Junior College	
B.S., Lincoln Memorial University	
M.S., Indiana University	
<b>DAVEY, ELIZABETH Y.</b>	Assistant Dean of Student Personnel
B.S., Douglass College, Rutgers University	
M.S., Barry College	
<b>DAVIS, FRANKIE D.</b>	Business Education
B.S., University of Southern Mississippi	
M.Ed., Florida Atlantic University	
<b>DeBEE, BYRON W.</b>	Counselor, Student Personnel
B.A., University of Pittsburgh	
M.Ed., Florida Atlantic University	
<b>DEITRICK, VICKI E.</b>	Dental Hygiene
B.S., West Virginia University	
<b>DICKINSON, SARAH L.</b>	Communications
A.B., Florida State University	
M.A., Duke University	
<b>DIEDRICH, HELEN V.</b>	Counselor, Student Personnel
R.N., Wilmington Memorial Hospital	
B.S., M.S., Florida State University	
<b>DOOIES, LILLIAN S.</b>	Law Enforcement
B.S., Florida State University	

## **Faculty**

<b>DOOLEY, RUTH W.</b>	Asst. Director of Library Services III, North Campus
B.S. in L.S., Drexel Institute of Technology	
A.B., Indiana University	
<b>DOUGLASS, WILEY C.</b>	Director, Library Learning Resources Center
B.A., Florida State University	
M.A., Appalachian State University	
<b>DUNCAN, WATSON B., III</b>	Chairperson, Dept. of Communications
B.A., M.A., University of South Carolina	
<b>DYPOLT, DOUGLAS J.</b>	Engineering Technology
A.A., Daytona Beach Junior College	
B.S.A.E., M.S.E., University of Florida	
<b>EASTERLING, EDITH F.</b>	Communications
A.B., B.S., Mississippi Southern College	
M.A., University of Alabama	
<b>EGERTON, MELVYN C.</b>	Physical Education
B.S., Western Michigan	
M.S., Indiana State	
<b>EISSEY, EDWARD M.</b>	Vice President, North Campus
B.S., Florida State University	
M.Ed., University of Florida	
Ph.D., Florida State University	
<b>ERICKSON, EMILY E.</b>	Related Health
A.S., R.N., Palm Beach Junior College	
B.S.N., Florida State University	
<b>ERLING, ELISABETH W.</b>	Dean, Assistant, Educational Specifications and Grants
B.S., Nebraska State Teachers College	
M.A., University of Wyoming	
Ed.D., Nova University	
<b>ESTRADA, SILVIO J.</b>	Music
B.A., M.M., Manhattan School of Music	
Ed.S., Teachers College, Columbia University	
<b>EVANS, HOWARD K.</b>	Mathematics
B.S., University of Florida	
M.Ed., University of Georgia	
<b>FAQUIR, MARY R.</b>	Nursing
R.N., B.S., Florida State University	
<b>FAYSSOUX, JACK C., JR.</b>	Chemistry
B.S., Memphis State	
M.S., University of Mississippi	
<b>FERGUSON, GWENDOLYN P.</b>	Counselor, Student Personnel
B.S., Florida A&M University	
M.Ed., Ohio University	
<b>FERGUSON, JESSE, SR.</b>	Assistant Registrar
B.S., Hampton Institute	
M.A., New York University	
<b>FLORY, WILLIAM C.</b>	Communications
B.A., M.A., University of Florida	
<b>FOLEY, KENAN F.</b>	Mathematics
B.A., St. Bonaventure University	
M.S., Syracuse University	
<b>FOSTER, HAL D., JR.</b>	Librarian
A.B., Elon College	
M.Ed., University of North Carolina	
<b>FRANKLIN, WALTER A.</b>	Business Education
B.S., M.A., George Peabody College for Teachers	
<b>FREEDMAN, ARNOLD M.</b>	Social Science
B.A., Florida State University	
M.A., University of Florida	

**Faculty**

<b>GALBRAITH, WILLIAM B.</b>	Physical Science
B.S., Florida Southern College	
M.Ed., University of Florida	
<b>GHIOITO, BANNA I</b>	Nursing
R.N., Memorial School of Nursing	
B.S., University of Michigan	
M.S., University of Maryland	
<b>GLYNN, PAUL J.</b>	Vice President, Student Affairs
B.S., New Jersey State College	
M.A., Montclair State College	
<b>GRAHAM, CHARLES G.</b>	Registrar
B.S.E., Arkansas State Teachers College	
M.S., Memphis State University	
<b>GRAHAM, PAUL W.</b>	Vice President Academic Affairs
B.S., Mississippi State College	
M.A., Ed.D., University of Mississippi	
<b>GRAHAM, WALKER A.</b>	Communications
B.S. in Ed., Missouri State Teacher's College	
M.A., University of Mississippi	
<b>GRAY, JOSEPHINE M.</b>	Art
B.A., William Penn College	
M.A., Teachers College, Columbia University	
<b>GROSS, IRVING J.</b>	Music
B.M.E., Chicago Musical College	
M.M., Northwestern University	
<b>GROSS, RICHARD H.</b>	Biology
A.A., Palm Beach Junior College	
B.S.E., M.Ag., University of Florida	
<b>GUNDERSON, HELEN C.</b>	Communications, North Campus
B.S., M.A., Appalachian State University	
<b>HALE, REUBEN A., JR.</b>	Art
B.F.A., The Art Institute of Chicago	
M.F.A., Southern Illinois University	
<b>HALL, EDITH F.</b>	Home Economics
B.S., M.S., Florida State University	
<b>HARDEN, DONNA A.</b>	Nursing
R.N., St. Francis Hospital School of Nursing	
<b>HARETOS, ARISTOTLE G.</b>	Retailing
A.B., University of Pittsburgh	
M.B.A., New York Institute of Technology	
<b>HARMES, ELIZABETH D.</b>	Nursing
R.N., Rochester General Hospital School of Nursing	
<b>HARRELL, FREDDIE L.</b>	Counselor, Glades Center
B.A., M.Ed., Florida Atlantic University	
<b>HARTMAN, MAURICE E.</b>	Biology
B.S., Westminster College	
M.A., Indiana University	
<b>HARVEY, OTIS P., JR.</b>	Dean of Continuing Education
B.M., Hardin-Simmons University	
M.M., North Texas State College	
<b>HAYES, MARGARET D.</b>	Nursing
R.N., B.S., M. of Nursing, University of Florida	
<b>HENDRIX, DANIEL W.</b>	Mathematics
B.S., Savannah State College	
M.S., Atlanta University	
<b>HICKS, C. ERROL</b>	Social Science
B.A.E., M.Ed., University of Florida	
Ed.D., Florida Atlantic University	

## **Faculty**

<b>HITCHCOCK, PAUL W.</b>	Mathematics
B.S., New York State University	
A.M., Bowdoin College	
<b>HOLLING, FRED J., JR.</b>	Coordinator of Continuing Ed., Central Campus
B.S., M.Ag., University of Florida	
<b>HOUSER, JAMES C., JR.</b>	Art
B.S., Florida Southern College	
M.F.A., University of Florida	
<b>HULL, HELEN MISH</b>	Nursing
R.N., Mercy Central School of Nursing	
B.S.N., Wayne State University	
M.Ed., Florida Atlantic University	
<b>HUNEKE, WINIFRED H.</b>	Nursing
R.N., B.S., M.S., University of Pennsylvania	
<b>HUTCHINS, HAL C.</b>	Chairperson, Dept. of Dental Health Education Services
B.A., College of Wooster	
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<b>JARVIS, DOROTHY D.</b>	Nursing
R.N., B.S., Cornell University School	
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R.N., The Toledo Hospital School of Nursing	
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B.A., North Central College, Naperville	
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**Faculty**

LESKO, JOSEPH M.	Chemistry
B.S., M.Ed., University of Pittsburgh	
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LOTZ, JACQUELINE J.	Related Health
B.S., Milwaukee-Downer College	
O.T. Certificate, U.S. Air Force Institute of Technology	
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Reg. O.T., The American Occupational Therapy Association, Inc.	
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B.A., Blackburn College	
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B.A., Carthage College	
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M.Ed., Ed.D., North Texas State University	
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B.S., Murray State College		
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<b>TOOMATH, MARJORIE A.</b>	.....	Dental Hygiene
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C.D.T.		
<b>TRUCHELUT, GEORGE B.</b>	.....	Chemistry
A.B., M.S., Emory University		
Ph.D., Texas A&M University		
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A.A., George Washington University		
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M.A., University of Oregon		
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A.B., M.A., University of Tennessee		
<b>WADE, IDELLA B.</b>	.....	Librarian
B.S., Florida A&M University		
M.S.L.S., Atlanta University		
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B.S., University of Michigan		
M.S., University of Florida		
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M.S., Florida State University		
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B.A., Birmingham Southern College		
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B.S., Iowa State College		
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B.A., Westminster College		
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B.S., Paine College		
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M.S., Purdue University	
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B.S. in Ed., Clarion State College	Glades Center
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## **Part Time Instructors**

Palm Beach Junior College employs part time instructors at the Central Campus, North Center, South Center and Glades Center for day and evening, credit and non-credit courses.

Every Department of the college has been served by part time instructors at one or more of the centers.



**Emeritus Faculty**

<b>ALBERTSON, MARY SUSAN</b>	Chairperson, Biology Department 1933-63
B.S., Cornell University	
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<b>ALLISON, PAUL W.</b>	Asst. Dean of Academic Affairs 1958-74
A.B., St. Lawrence University	
M.B.A., Harvard University	
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B.S., M.S., Florida State University	
<b>BAKER, HOWARD</b>	Biology 1958-69
B.S., M.S., Kansas State Teachers College	
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A.B., H.L. D., Hillsdale College	
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<b>CONNELL, CHARLES K.</b>	Engineering 1964-75
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<b>CROZIER, RACHEL F.</b>	Dean of Women 1938-63
B.S.E., University of Arkansas	
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A.B., Oglethorpe University	
B.D., M. of Div., Vanderbilt University	
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A.B., M.A., University of Kentucky	
<b>EBERT, REUBEN</b>	Mathematics 1965-67
B.Ed., Illinois State Normal University	
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B.A., University of Maryland	
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B.S., Middle Tennessee State University	
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A.B., Florida Southern College	
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B.S., Alfred University	Chairperson, 1964-70
M.S., University of Miami	
<b>GROSS, IMOGENE A.</b>	Chemistry, Physics 1933-56
B.S., Georgia State College for Women	
M.A., Johns-Hopkins University	
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B.S., M.S., Kansas State College	
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University of Michigan	
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A.B., Smith College	
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OKERSTROM, THELMA C.	Business Education 1955-68
A.B., Marshall College	
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PHILLIPS, EMMA J.	English 1958-70
A.B., A.M., Ph.D., Indiana University	
ROYALL, WALTER H.	Data Processing 1965-76
B.A., McMaster University	
SCHILD, MILDRED M.	Mathematics 1964-76
A.B. Florida State University	
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R.N. Washington University School of Nursing	
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WARNER, LEON B.	Guidance 1963-75
A.B., Union College	
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HISTORY .....	30
PBJC DISTRICT .....	33
CONTINUING EDUCATION .....	35
STUDENT ACTIVITIES .....	37
STUDENT PERSONNEL SERVICES .....	38
STUDENT FINANCIAL AID .....	41
STUDENT BODY ORGANIZATIONS .....	43



*Palm Beach Junior College seeks to educate students for involvement in community life. On September 17, as it does several times a year, the Political Union sponsored a voter registration drive on campus, and more than 150 new voters were sworn in.*

*On November 23, the president of the South West Palm Beach Exchange Club, Albert L. Ross, rededicated the Freedom Shrine presented to the college more than a decade ago, then posed with Dr. Robert Smith, trustee, left, Dr. Samuel Bottosto, Social Science Department chairman, and Dr. Harold C. Manor, PBJC president.*





*In 1976, however, almost everything political had to take a back seat to the presidential elections.*

*Largely through the efforts of Political Union faculty sponsor, Edwin Pugh, PBJC had personal appearances by three governors and a Senator during the primaries.*

*Governor Ronald Reagan and his Nancy made a charming picture for a partisan crowd which nearly filled the gym on March 7.*

*Eight days earlier, on February 27, Governor Milton Shapp of Pennsylvania, serious advocate of many unusual economic plans, impressed a much smaller crowd in the Student Activities Center.*

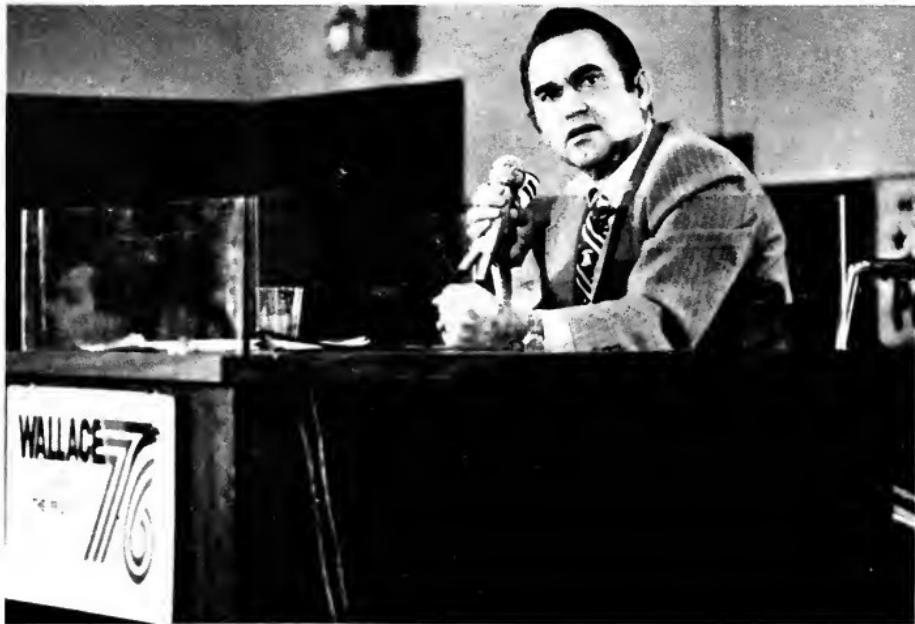




*A smiling Scoop Jackson, still one of the early front runners, made an outdoor appearance on March 5.*

*But the noisiest crowd of the entire campaign was made up of supporters of Governor George C. Wallace, out for what proved to be a last hurrah on February*

*3. Their man gave them a real fist-pounder, but some of the fire seemed quenched with the wheel chair and the bullet proof glass there as grim reminders of near tragedy.*





*Valiantly, Mr. Pugh pulled all the strings he could find during the election, but each time, Ford, or Carter, or Mondale, or Dole would slip away.*

*But the American Party sent both presidential candidate Tom Anderson and vice-presidential candidate Rufus Shackleford for one of that splinter party's major rallies on October 28.*

*The crowds were sparse, but the candidates were fiery in speeches and friendly in person. The party ran well above its national percentages in the county.*





*Paul Glynn, Vice President for Student Affairs, Ed Healey*



*Andrea Stebor, President Student Government Association, David Bludworth*

*Although presidents take the spotlight, local candidates are often more important to the future of our community college.*

*Sixty of them were on campus on August 23 for Meet The Candidates Day Number One, arranged by Vice President for Student Affairs, Paul Glynn. Twenty-five were back for Day Number Two on October 13.*



*PBJC Student, Blitz Robinson*



*Dennis Koehler, eating, Students*



*Russ Smith talks to students*



*There are other visitors  
who talk of politics.  
On October 19, for instance,  
a Social Science class had  
the privilege of listening  
to our able and distinguished  
Congressman, Paul Rogers,  
shown at right talking with  
Ed Pugh.*



*Then, on November 17, an  
Assembly speaker, NBC's  
Catherine Mackin gave  
us a reporter's view of  
the U.S. Senate.*

*The dates given on  
these photo pages  
range from February 3  
to November 17. They  
show a consistent  
effort at PBJC to do  
more than to educate  
about life.*



*The lesson?  
Get involved!  
Be! Do! Live!  
This is PBJC.*

# History

Palm Beach Junior College came into being in West Palm Beach in 1933 as the result of a number of conferences of civic leaders, led by Joe Youngblood, County Superintendent of Public Schools, and Howell L. Watkins, principal of Palm Beach High School. It was, from the beginning, a co-educational, day-student junior college, with its primary emphasis on preparation for upper division work in colleges and universities.

For its first 15 years, the college scheduled classes at Palm Beach High School.

In February, 1948, under the leadership of its first president, Dr. John I. Leonard, (Mr. Watkins headed the college as Dean for 15 years), the college moved to a 21 acre site at Morrison Field, then a deactivated World War II Air Force Base, and now Palm Beach International Airport. In 1951, reactivation of the base for the Korean Conflict forced the college to move to the Town Hall at Lake Park, where it carried on a curtailed program in cramped quarters for five years.

The Palm Beach County Commission donated the present 114-acre site of the college in 1956, and the state legislature voted \$1,047,000 for buildings. The college had found its first permanent campus.

Two years later Dr. Leonard retired, and the college came under the direction of its current president, Dr. Harold C. Manor.

An era of rapid and sound growth in number of students and faculty, number and variety of course offerings and general service to the community brought PBJC from a small junior college of less than 500 students when it moved into its permanent campus, to nearly 8,000 students during Fall and Winter Terms. The college continued and strengthened its excellent academic reputation, but at the same time developed many specialized, business, technical and professional courses designed to be completed in one or two years.

The college is now organized into four centers in varying stages of development, described under the next major heading, "Palm Beach Junior College District."

On July 1, 1968, the college, which had been legally governed since its first days by the Palm Beach County Board of Public Instruction, came under the legal custodianship of the Palm Beach Junior College District Board of Trustees.

From its inception the college has been maintained by public funds, and holds the distinction of being the first public junior college in Florida. In December, 1947, it became the first junior college in Florida to be supported by funds from the state level.

Its graduates have achieved many distinctions. It is noteworthy that the first two men to head the division of the State Department of Education dealing with junior colleges were both Palm Beach Junior College graduates: Dr. James L. Wattenbarger and Dr. Lee G. Henerson.

# Philosophy

Realizing that there is an ever increasing demand for post high school training at the college level and knowing that many of its area citizens without a community-centered college might be denied the opportunity of pursuing their various educational goals. Palm Beach Junior College is dedicated to providing its students with high quality education at a minimum cost for the benefit of the individual, of the nation, and of society in its efforts to achieve its hope for the future.

## Purposes

In implementing its philosophy, the College has several specific and particular purposes:

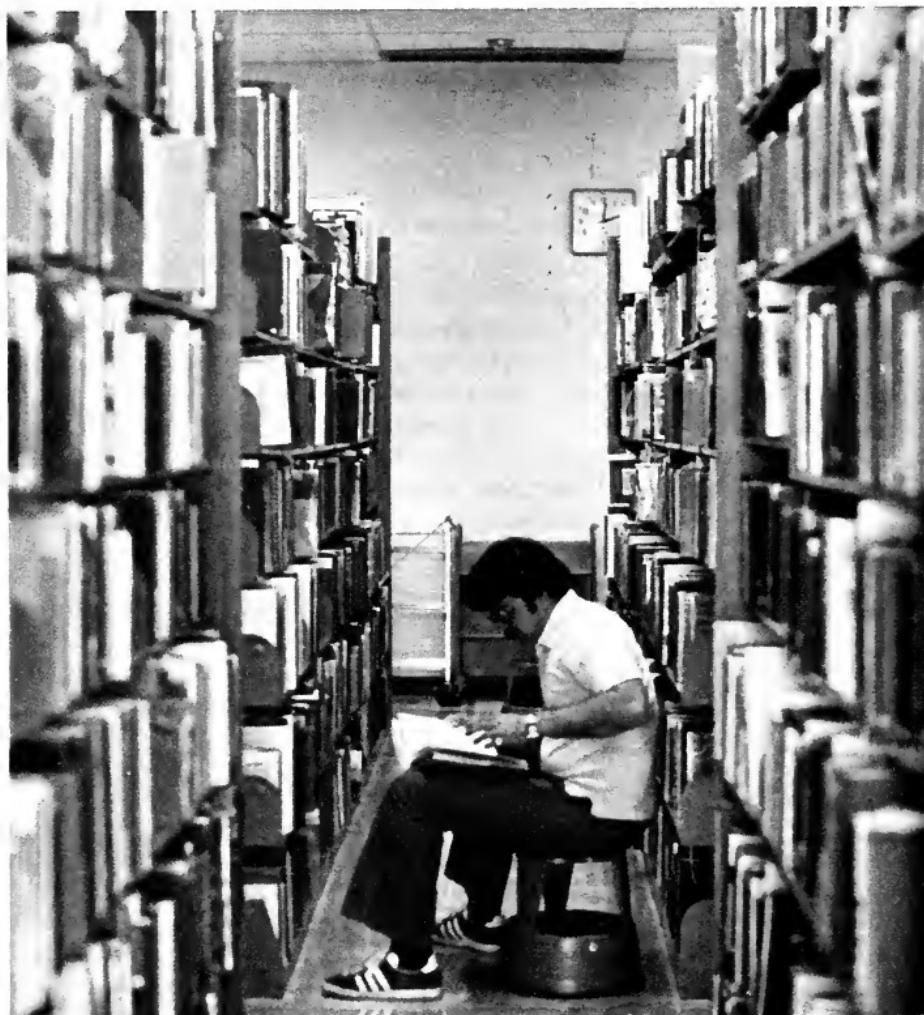
- A. The College endeavors to provide the needed curricula in four general areas of instruction.
  1. It seeks to carry on a program for the student who wishes to continue his studies beyond the two-year program.
    - a. It provides the first two years of college instruction for most of the academic schools and colleges in universities and other four-year institutions.
    - b. It provides pre-professional studies for admission to professional schools.
  2. It has a program of general studies directed at the production of well-informed, competent citizens who can function effectively as members of a family, a community, a state and a democratic nation — a program that serves both social and individual needs.
  3. It offers a program of specialized curricula designed primarily to prepare the student to find entrance employment in a specific occupation, semi-profession or profession. This program may include liberal arts study to aid him in gaining civic competence and personal adequacy.
  4. It keeps in touch with the community and the people it serves, noting changes and trends of development and seeks to meet the educational and cultural needs of the area — through the development of community service programs.
- B. Among the several desirable qualities the college seeks to promote in its students are:
  1. Qualities of maturity, leadership and ability to participate in group efforts.
  2. Desirable ethical, moral and esthetic values, attitudes and sensitivities.
  3. Knowledge, skills and social and intellectual competencies.
  4. Responsible, proficient and informed principles of citizenship.
  5. Awareness of the need for self-discipline as being fundamental both to academic excellence and to achievement in any serious endeavor.

## **Accreditation**

Palm Beach Junior College is accredited by the Southern Association of Colleges and Schools and the State Department of Education. The college is an active member of the American Association of Junior Colleges, the Florida Association of Public Junior Colleges, the Florida Association of Colleges and Universities and the American Association of Collegiate Registrars and Admissions Officers.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years University Parallel work at Palm Beach Junior College.

Accreditation has also been granted by professional organizations for certain specific programs. This professional accreditation is noted in the catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.



# Palm Beach Junior College District

The entire Palm Beach Junior College District, (Palm Beach County), is considered by the Board of Trustees to be the campus of the college. Attendance Centers, in different parts of the county, and in different stages of development, serve the citizens of the area where they are located. Central administration and full facilities for all courses offered by the college are at the Central Campus at Lake Worth.

## Palm Beach Junior College — Central

The Central Campus is located on 114 acres of the table-top flat land of south Florida, sloping gently south and east from the intersection of Lake Worth Road and Congress Avenue to the shores of Lake Osborne, west of the city of Lake Worth.

Under development since 1956, the campus now consists of 24 buildings, (plus or minus three or four depending on what is considered to be a separate "building"), with a book value of more than \$8 million. Replacement value would be much higher.

Covered walkways connect all except three of the one, two and three-story classroom buildings. Ramps and elevators make all classrooms except those on the second floor of the Social Science, Tech, and Humanities Buildings accessible to handicapped students.

The Central Campus is being built to a designed capacity of 5,000 full-time students, and student enrollment levels are now approaching that number.

Satellite attendance centers are operated when needed at 14 different locations in the east-central part of the PBJC District.

Mailing address of the Central Campus is Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida, 33461. The telephone number is 305/965-8000.

## Palm Beach Junior College — Glades

The Glades Center of Palm Beach Junior College offers day as well as evening classes, and is headed by the Vice-President, Glades Center whose office is located in the north wing of Glades General Hospital.

Classes are held in the Belle Glade Armory, which has been remodeled for this purpose. In addition, classes are also meeting at Glades Central High School Annex and at Glades Correctional Institute.

Construction of a permanent campus on State Road 715, southwest of the center of Belle Glade, is underway, and occupancy is expected prior to, or early in the Fall Term, 1977.

Inquiries specifically involving attendance at the Glades Center should be addressed to Vice President, Glades Center, Palm Beach Junior College, 1185 South Main Street, Belle Glade, Florida. The telephone number is 305/996-3055.

## **Palm Beach Junior College — South**

Through the cooperation of Florida Atlantic University, Palm Beach Junior College has the use of the Alexander D. Henderson University School, adjacent to the FAU campus, after 4 p.m., and the use of university classrooms for day classes.

Classes at Palm Beach Junior College South are administered through a Coordinator and Staff, who have office space at the Henderson School.

Cooperative programs in Science and Engineering, utilizing dual enrollment in PBJC and FAU, offer a four-year baccalaureate program on one campus. All PBJC courses are offered at the South Center, and utilize the excellent laboratory facilities at FAU. PBJC students in this program have access to FAU facilities, including dormitory accommodations.

Mailing address of the South Center is: Palm Beach Junior College—South, A. D. Henderson University School, 500 N.W. 20th Street, Boca Raton, Florida, 33432. Telephone number is 305/395-5100, ext. 2904.

## **Palm Beach Junior College — North**

Palm Beach Junior College North is administered by the Vice-President, North Center, whose office is currently located at PBJC Central. Classes are held in a number of locations in the north county area, including, but not limited to, those mentioned below.

**PBJC-FLORIDA ATLANTIC UNIVERSITY CENTER.** Day classes are held at this center at 2101 45th Street, West Palm Beach. A full-time teaching staff offers most of the general education classes needed for graduation. An office is open for information and application. Telephone number: 305/842-3500.

Mailing address for PBJC North is at Palm Beach Gardens High School, where an office is maintained for coordination of evening classes and for all registration.

Address: North Center, Palm Beach Junior College, Palm Beach Gardens High School, 4245 Holly Drive, Palm Beach Gardens, Florida, 33423. Telephone number: 305/622-3863. (Alternate number: 305/965-8006).

**PALM BEACH GARDENS HIGH SCHOOL.** A college-owned mobile office serves as temporary headquarters for coordination of PBJC — North. The high school provides use of some classrooms in the evening.

**SUNCOAST HIGH SCHOOL.** Use of some classrooms in the evening. Suncoast High School is located at Hornet Boulevard, Riviera Beach.

**JUPITER MIDDLE HIGH SCHOOL.** Use of some classrooms in the evening. The school is located at 601 West Toney Pennor Drive, Jupiter.

**HOWELL WATKINS JUNIOR HIGH SCHOOL.** Use of some classrooms in the evening. The school is located at 9480 Garden Boulevard, Palm Beach Gardens.

**COMMUNITY MENTAL HEALTH CENTER.** Special classes by arrangement with the staff. The Center is located at 1041 45th Street, West Palm Beach.

**WESTWARD COMMUNITY SCHOOL.** Use of classrooms in the evening. The school is located at 1101 Golf Ave., West Palm Beach.

A master plan for the North Campus has been approved for a beautiful, 108 acre site already purchased by the college.

# **Continuing Education**

## **EVENING CLASSES**

Evening classes at Palm Beach Junior College not only serve as an extension of the day program, but seek to meet the educational and cultural needs of the larger adult community. Although most instructors in the evening are full-time faculty members, an increasing number of part-time instructors, representing a wide variety of technical and professional expertise, are utilized. Many credit and non-credit courses are offered in the evening, and most college support services, including library, bookstore, counseling, and selected student activities, are available to evening students.

Most classes meet one night a week; a few meet two nights a week. Credit courses may be taken on a non-credit (audit) basis. Adults 18 years or older may audit courses without having graduated from high school. Applications may be filed at the time of registration.

A separate bulletin listing the courses offered in the evening is published in March, July and November. To obtain a copy of the Evening Classes Bulletin or for general information contact the Registrar's office, Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33461.

## **COMMUNITY SERVICES**

Palm Beach Junior College facilities are available for approved community educational and cultural functions. Many college cultural and entertainment activities, such as concerts, dramatic presentations, art exhibits, lectures and sports events are scheduled throughout the year, and are frequently available to the community. Some events are free of charge to the public. Others charge enough to help defray expenses, or to raise scholarship funds.

## **NON-CREDIT OFFERINGS**

Palm Beach Junior College offers non-credit continuing education courses in the areas of agriculture, business, distributive, health, home economics, technical, and trade and industrial education. Continuing education units may be earned for satisfactory completion of continuing education courses.

These courses are scheduled throughout the year when there is a demand. Individuals and organizations are invited to suggest programs which might be developed through cooperative planning with the college. Palm Beach Junior College provides classroom facilities, equipment, materials, professional consultants and instructors for the development and implementation of programs of study.

For information concerning non-credit course offerings, contact the Continuing Education office, 965-8006.

## **Continuing Education**

The following non-credit courses were scheduled in 1976-77.

### **AGRICULTURE**

- Landscape Maintenance
- Lawn & Golf Green Management
- Ornamental Plant Identification & Landscape Design
- Plant Propagation

### **DENTAL**

- Orthodontic Assistant
- Periodontal Prosthetic Study

### **DISTRIBUTIVE**

- Accountant's Workshop (Florida Accountants)
- AIB Bank Teller's Workshop
- Bank Credit Supervisor's Workshop
- Credit Union Institute
- First Level Management
- Floral Design
- Floral Design - Advanced
- Introduction to Travel Agency Procedures
- Learning Disabilities
- Municipal Financing
- Picture Framing
- Real Estate Appraisal
- Real Estate Salesman Exam Review
- Restaurant Management Conference
- Small Business Institute
- Stock Market & Investment Techniques
- Tax - Individual
- Tax - Small Business Course
- Wills, Trusts & Estates

### **NURSING**

- Advanced Electrocardiography
- Alcoholism Specialist
- Basic Electrocardiography
- Basic Electrocardiography II
- Discharge Planning
- Emergency Room Nursing
- Geriatrics for Nurses
- H + Ion Homeostasis
- Human Sexuality
- Legal Aspects of Health Care
- Medical Intensive Care
- Neurology & Orthopedics
- Nursing Care - Respiratory
- Nursing Tactics and Stroke Care
- Nursing Task Force on Continuing Education (To be selected)

### **NURSING (continued)**

- Patient Care Management
- Pediatric Nurse Practitioner Review
- Pharmacy for Nurses

### **TRADE AND INDUSTRIAL**

- Air Conditioning & Refrigeration Comm. (HARV)
- Air Conditioning & Refrigeration Res.
- Contractor - Building and General
- Contractor - Cost Accounting
- Contractor - Residential
- Elements of Structural Design
- Hydrology
- Journeyman Electrician
- Master Electrician
- Navigation - Celestial & Electronic
- Navigation - Chart & Compass
- Professional Writing
- Professional Writing - Advanced
- Residential Electrical Design
- Residential Plumbing and Air Conditioning
- Residential Structural Design
- Review for Mechanical Engineer
- Technical Review for Civil Engineers I
- Technical Review for Civil Engineers II
- Technical Review for Electrical Engineers
- Water & Pollution Control

### **POLICE ACADEMY**

- Advanced Latent Print Examiner
- Auxiliary Recruit Training
- Basic Crime Scene Search
- Basic Standard Corrections Officer
- Basic Standard Recruit
- Breathalyzer Instructor
- Breathalyzer Maintenance
- Breathalyzer Technician
- Career Development Officer - Advanced
- Career Development Officer - Intermediate
- Career Development Officer Refresher
- Parole & Probation Counseling & Communication
- Parole & Probation Orientation
- Parole & Probation Workshop
- Police Mid-Management
- Police Photography
- Police Supervision
- Principles of Interview in Major Sex Crime Investigations

## **COMMUNITY INSTRUCTIONAL SERVICES**

Palm Beach Junior College, in cooperation with the Adult and Community Education Department, Palm Beach County Board of Public Instruction, offers non-credit courses based on significant community problems in the following categories: environmental, health, safety, human relations, governmental, education and child rearing, and consumer economics.

For further information contact the Director of Adult Education, Palm Beach County Schools, (683-0050) or the Dean of Continuing Education, Palm Beach Junior College (965-8006).

# **Student Activities**

## **Intercollegiate Athletics**

Palm Beach Junior College has achieved national recognition through intercollegiate athletics. Opportunities for participation are offered for both men and women in a variety of sports that include basketball, baseball, golf, tennis, cross-country, softball and volleyball. Membership in the Florida Junior College Conference and the National Junior College Athletic Association, largely determines policies and procedures by which the program operates. The Athletics Program provides for the highly-skilled student an opportunity for good competition, development of skills, and experiences in self-discipline and cooperation.

## **Intramural and Recreational Activities**

Intramural and Recreational activities are sponsored by the Department of Physical Education and Recreation with the assistance of the Student Intramural and Recreational Board. These activities are open to all students who have paid the required activity fee.

The activities represent a broad selection of sports ranging from highly competitive to those of a recreational nature including individual, dual, and team events. Persons involved in these sports may also qualify to represent Palm Beach Junior College in extramural events. Opportunities are available for students to participate in all phases of the program, whether it be planning and organizing activities, playing, or officiating a particular contest.

## **Assemblies**

A series of lectures, musical and dramatic productions, and other assembly programs are provided by the college.

## **College Reading Center**

The College Reading Center provides a free program for all students who wish to improve their reading skills — comprehension and speed, vocabulary and study techniques. As a result of diagnostic testing, students are placed in a progressive program for purposes of reading and study improvement. Mechanical devices, resource materials and instructional guidance are provided. A recreational and free reading area, containing varied current reading selections, is also available. The services of the College Reading Center are available to any student by appointment.

# **Student Personnel Services**

## **Placement Tests**

Palm Beach Junior College uses the Florida state-wide placement test for placement purposes. Florida seniors will normally meet this requirement by taking this test during their senior year in high school. Score reports will automatically be available for all Florida seniors who took the test during the 1975-76 school year. Test results prior to 1973 will not be accepted.

Out-of-state students or others who have not taken the Florida state-wide test may either appear on campus on the final testing dates listed on the calendar in this catalog to take the required test, or submit scores prior to acceptance from the ACT (American College Testing Program) which is given nationally. Students should contact their guidance counselor for test dates and applications. To insure receipt of ACT scores, this test should be taken in October for admission to the winter term and in April for admission to the fall term.

While transfer students are not required to submit test scores, it is highly recommended that they do so if credit in the first course in English and Math has not been earned at the former institution.

Applicants who are in Military Service may write and request the Director of Testing to mail placement tests to his education officer who has agreed to administer the test on his base as an aid to complete admission requirements prior to registration assignments. (Applies to first-time-in-college students only.)

Students enrolling at Palm Beach Junior College who do not speak English as their native language should take proficiency tests in English, administered by the college, before registering for any courses. The test results are used for counseling purposes only, so that each student may be guided into courses most beneficial to him.

## **Orientation**

Days are designated for an Orientation program at the beginning of each term.

A review of college policies, programs, and activities will be presented to assist the student in making the transition to college life.

Entering students will be given the opportunity to meet with the department chairman of the program in which the student plans to study, and arrangements are made at this time for assigning the student an academic advisor.

## **Individual Counseling**

Professional guidance counselors are available to all students for personal, vocational and educational counseling. Numerous tests are available in the testing center for students to take in order to better understand themselves and their capabilities. These are available to students through referral from faculty members or from direct contact with guidance personnel located in the Guidance Center, AD-1, AD-2, AD-5, the Student Personnel Office and Student Activity Center.

## **Evening Counseling Service**

Professional guidance counselors will be available in the main office (Registrar's Office) to provide counseling services for evening students.

## **The Career Information and Study Center**

Located on the first floor of the Library Learning Resources Center, the Career Information and Study Center is designed to provide assistance with the student's individual career development. In addition to guidance and counseling activities, the Center includes a centralized repository of career information of the standard variety — description of career, duties and responsibilities, salary estimates, job outlook, educational and personal qualifications, etc. A collection of up-to-date print and non-print information about careers including films, slides, recording and video cassettes is available. Students are encouraged to avail themselves of these materials and services while using the accompanying study areas.

## **Academic Advisement**

Arrangements for academic advising will be made for all entering students by department heads during orientation. At the appointed time, advice and information will be given to the student as to what subjects are necessary to accomplish a certain major, as well as graduation from college. The academic advisor will have available for discussion with the student his high school or college transcripts, high school test record and placement test scores to assist the student and the counselor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary program for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major.

## **Student Health Services**

The following services are available in the Student Personnel Office:

Health Counseling by appointment

First Aid treatment — limited medication

Handicapped parking in various areas of the campus

Student Accident Insurance applications and claim forms.

In case of serious accident or illness, the family doctor and/or the parents are notified immediately by the Student Personnel Office.

## **Housing**

A list of available housing, of landlords who will rent to students without regard to race, color, creed or national origin, may be obtained from the Student Housing Office, Student Personnel Department, SAC Lounge. Students and parents are advised to investigate thoroughly all housing facilities before undertaking any obliga-

## **Student Personnel Services**

tions. The college has no dormitory facilities and has no responsibility for agreements between landlords and students.

Students without cars, especially foreign students, should finalize housing arrangements at least one month before date of registering.

## **Food Service**

A cafeteria and snack bar are located in the student dining area. Food is offered at reasonable prices and lunch or snacks may be obtained on all regular school days. Service is cafeteria style, permitting individual selections. Government Surplus commodities are not available for the Junior College, therefore, food prices are necessarily higher than in the county schools.

## **Bus Service**

The Transportation Authority of Palm Beach County has recently put into operation an hourly bus schedule (8:20 A.M.-5:20 P.M.) from Lake Worth to PBJC, Route 6. For information, call 686-4555. The bus stop is located in front of the Registrar's office. Bus schedules are available from the office of the Vice-President, Student Affairs.

## **Job Placement**

Placement Services include listing, by Equal Opportunity employers of local part-time, full-time, vacation, and summer jobs, regional employment opportunities throughout the U.S. and foreign countries. Recruiters from business, industry, and the Armed Forces are periodically scheduled for on-campus interviewing.

Notices of job openings are posted in the Career Information Center, Job Placement Office, departmental bulletin boards, and in the Main Office for evening students. Job Placement is also handled in the various departments.

## **Insurance**

It is suggested that entering students consider applying for accident insurance while enrolled at PBJC inasmuch as the college assumes no responsibility should an accident occur. Envelopes and information may be obtained in the Health Clinic near the Student Personnel Center.

## **Student Handbook**

All regulations and policies pertaining to student conduct are listed in the Student Handbook, which is issued to all students during registration periods throughout each term. Copies are available in the Assistant Dean of Students' office in South Lounge.

# **Student Financial Aid**

Financial aid, consisting of scholarships, grants, loans and student assistantships is available to assist deserving and qualified students to attend Palm Beach Junior College. Nearly all aid is given on the basis of need as determined by the Parents' Confidential Statement or the Student's Financial Statement of the College Scholarship Service, Box 176, Princeton, New Jersey 08540.

Applications and a completed financial analysis, (through the College Scholarship Service), must be on file in the Office of Financial Aid by June 1. Applications received after that date will be considered according to the availability of funds. A new application for financial assistance for all programs must be submitted each year.

## **Scholarships and Grants**

Many scholarships and grants are available to needy students for college, state and federal funds and through the generosity of local individuals and organizations. While most are awarded on the basis of need, some are granted for special talents or academic achievement.

Students seeking athletic grants should contact the Director of Athletics.

Music grants are awarded on the basis of auditions administered by the Music Department.

**BASIC EDUCATIONAL OPPORTUNITY GRANT.** A federally sponsored program of aid is available for full-time and part-time students (minimum 6 hours enrollment). The amount of the award, based on family income is determined by a contractor of the Federal Office of Education.

**SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS.** A federally sponsored program provides a minimum \$200 for especially needy students. Amount of the award is determined by the college and must be matched usually with College Work Study.

**FLORIDA STUDENT ASSISTANCE GRANT.** Awards are made by the State of Florida for students who are residents of Florida and have demonstrated financial need.

## **Law Enforcement Education Program (LEEP)**

Any full time employee of a publically funded law enforcement or corrections agency may be eligible for a grant covering certain educational expenses. The recipient of a grant agrees to remain in the service of some law enforcement agency for two years following completion of the courses for which he receives the grant.

Failure to complete the required service obligation requires complete repayment of the grant or loan at seven percent simple interest.

## **Loans**

While unnecessary borrowing is not encouraged if other forms of aid are available, it has become an acceptable means of investing in a person's future.

**COLLEGE LOANS.** The college administers several loan funds to be used by graduates going on to upper division. They are granted in varying amounts based on academic achievement and need.

**EMERGENCY LOANS.** A loan fund has been established to permit a student from \$10 to \$100 on an emergency basis. Loans are made only to students in good standing and cannot be used for registration fees. Freshmen must wait until after the first progress reports to be eligible. Loans must be repaid no later than two weeks before final examinations in the term in which the loan is made. A 2% service charge is made for these loans. A Florida State Documentary Stamp assessment of .15¢ per \$100 or portion thereof is applied.

**FEDERALLY INSURED LOANS.** Through Federal assistance, loans covering a student's needs are available through banks, savings and loan agencies, credit unions and the state. Applications and financial statements must be submitted to the college for review and then submitted to the lending agency by the student. Seven percent simple interest begins after the student leaves college and repayments may be made over a five to ten year period.

## **Student Assistantships**

**ASSISTANTSHIPS.** A number of campus jobs are available to students who may not qualify under the Federal Work Study Program or have special talents or training.

**COLLEGE WORK STUDY PROGRAM.** Through Federal assistance, campus employment is available to students with demonstrated need. Students approved for this program can work no more than 20 hours a week while school is in session.

## **Graduating Sophomore Scholarships**

Between 25 and 30 scholarships, varying from \$100 to \$2,000, are available at the end of the winter term for graduates of Palm Beach Junior College going on to Upper Division. While a 3.0 average is required in most cases, need is a primary factor.

## **State Vocational Rehabilitation Scholarships**

The Division of Vocational Rehabilitation under the Department of Health and Rehabilitative Services provides limited assistance to those persons who are physically handicapped. Applicants should contact the Office of Vocational Rehabilitation, 2711 Exchange Court, West Palm Beach.

# **Student Body Organizations**

## **Student Government**

The management of clubs and many other student activities is vested in the Executive Department of the Student Government Association along with the elected Student Senate under the general direction of the Vice President for Student Affairs and his staff. Some on-going student activities are managed by the Academic Department to which they are attached, working cooperatively with students engaged in that activity.

Students have the right to suggest to their elected representatives in the Student Senate and Executive Department any activities that may profit the general welfare of the students. Students also serve in conjunction with faculty on committees that are dedicated to improvement of the welfare of the student and the college.

## **Honorary Organizations**

**PHI THETA KAPPA.** Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are chosen from the upper scholastic ten per cent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

**PHI RHO PI.** Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April 1953. The purpose of this society is to promote the interests of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior college. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercollegiate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

**PHI RHO PI ALUMNI CHAPTER.** Florida Alpha Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the Florida Alpha Chapter is eligible to join Florida Alpha Alpha.

**SIGMA EPSILON MU.** This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics. To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average with a 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

**SIGMA PHI ALPHA.** Alpha Pi chapter was established in 1968 and is the Dental Hygiene Honor Society. Its purpose is to promote, recognize and honor scholarship, service and character among students and graduates of dental/oral hygiene.

## Student Body Organizations

## Student Publications

**THE BEACHCOMBER.** The Beachcomber, the college newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management. The Beachcomber has earned many state and national awards in recent years.

**THE GALLEON.** The Galleon is a general campus magazine published three times a year. Under the direction of a faculty advisor, the staff is selected from students who volunteer and are qualified to work on the project.

## Special Interest Groups

Palm Beach Junior College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures for the establishment and chartering of a special interest group. A list of such groups now chartered is printed below.

The titles of these groups are generally descriptive of their activity. If additional information is needed, it may be, readily obtained from the Student Government Association.

While formation of special interest groups is encouraged by the college, student interest changes from year to year, and the continuance of any activity is obviously dependent upon student interest. All the listed groups have been functional in the recent past, and will be continued if there is sufficient student interest.

### SPECIAL INTEREST GROUPS

- Alumni Association
- Amateur Radio Club
- Art Club
- Chess Club
- Early Childhood Club
- Foreign Language Club
- Forensics
- Institute of Electrical and Electronic Engineers
- Junior American Dental Hygiene Assn.
- Organization of Afro-American Affairs
- Political Union
- Religious Groups
- Sales and Marketing Club
- Science Club
- Student Education Association
- Students for International Understanding
- Student Contractors and Builders Assn.
- Student Nurses Association
- Young Democrats
- Young Republicans
- Veterans Association

### MUSIC ORGANIZATIONS

- Brass Ensemble
- Concert Band
- Concert Choir
- Concert Orchestra
- Guitar Ensemble
- Jazz Ensemble
- Music Theater Guild
- Pacesetters
- Percussion Ensemble
- String Ensemble
- Student Music Educator's National Conference

### SOCIAL CLUBS

- Alpha Phi Delta
- Chi Sig
- Phi Da Di
- Philo
- Thi Del
- Thi Omega

### SERVICE CLUBS

- Campus Gold
- Circle K — Ke-ettes
- Civitan — Civinettes
- Collegiate Jaycees



## ***General Regulations***

METHODS OF ADMISSION .....	46
ADMISSION PROCEDURES .....	51
PBJC FEES .....	56
FEDERAL EDUCATION BENEFITS .....	62
STUDENT CLASSIFICATION .....	63
ATTENDANCE .....	64
GRADING .....	65
POLICIES .....	66

# **Methods of Admissions**

## **CERTIFICATE OF GRADUATION**

The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state schools, may not be admitted to Palm Beach Junior College if, in the opinion of the Admissions Committee, they will not be able to meet the academic standards expected of students at Palm Beach Junior College.

## **STATE HIGH SCHOOL EQUIVALENCY DIPLOMA**

Applicants who are at least 16 years of age may qualify for this diploma upon successful completion of the General Education Development Tests. These tests are administered in the Office of Adult Education which is an official testing center for the State Department of Education.

Applicants who have a diploma (high school equivalent) obtained through General Educational Department Tests, issued by a State Department of Education are eligible for admission in good standing. The diploma must be in the Registrar's Office before an acceptance letter will be granted.

## **ADMISSION POLICIES**

Palm Beach Junior College makes no distinction on the ground of race, color, sex, religion or national origin in the admission practices or any other practices of the institution relating to the treatment of students.

In order to maintain the college ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed sufficient. Decision on admission rests with the Registrar.

One of the conditions for entrance into Palm Beach Junior College is that the student gives his authorization for the college to release transcripts to governmental and education institutions.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Junior College for a period of two years who has previously been expelled from a junior college or university within a two-year period for unlawful possession, sale or use of narcotic drugs, or for campus disruptions.

## **Dual Enrollment**

Exceptionally well qualified Florida high school seniors who have earned a minimum of 10 credits above grade nine with a "C" or better average may, upon written recommendation of their high school principal, enroll at Palm Beach Junior College for a maximum of seven credit hours per term in the Fall and Winter Terms and four credit hours in the Spring Term, prior to their graduation from high school.

Students in this program are encouraged to enroll in day classes, but may enroll in

## **Methods of Admissions**

evening classes. They are responsible for their own transportation. Regular fee schedules apply.

Dually enrolled students are considered to remain essentially high school students, and it is the responsibility of the student and his high school to insure that requirements for graduation from high school are met.

Students who are dual enrolled will not be permitted to participate in College activities.

### **Early Admissions**

High School seniors meeting all the requirements for dual enrollment, and also scoring in the 90th percentile of the general tests of the College Boards (SAT) or of the American College Tests (ACT) may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Junior College. In some instances, credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized.

A student in the early admissions program is considered to be a junior college student, but it remains the responsibility of the student and his high school to see that all high school graduation requirements are met.

Students approved for early admission will be eligible for student activities on the same basis as any other full time student.

### **Advanced Placement**

It is the policy of Palm Beach Junior College to grant college credit to a student who presents a score of 5, 4, or 3 on one or more of the Advanced Placement program Examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Junior College is transferrable to Florida institutions of higher education participating in a state-wide agreement.

### **College Level Examination Program (CLEP)**

College credit may be awarded for acceptable scores on the College Level Examination Program tests developed by the Educational Testing Service, Princeton, New Jersey.

### **Methods of Admissions**

Students presenting official transcripts of acceptable scores will be awarded credit with a maximum of 27 semester hours on College Norms. Credits may be earned in the following areas: English, Natural Sciences, Mathematics, Humanities, Social sciences-History.

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institutions to which he expects to transfer and determine the acceptability of this credit.

## **Methods of Admissions**

CLEP credit will allow some students to exempt lower level college courses in General Education. Students receiving CLEP credit must register for advanced courses in the areas exempted to secure additional credit. Entries on official transcripts will be labeled "CLEP Credit." Entries on transcript in columns of "Hours Attempted" and "Quality Points" will be omitted.

## **Departmental and Special Course Examinations**

Students who have been admitted to the College may take, where available, special credit course examinations by paying a fee of \$11 per credit hour. This fee is not refundable. Any credit earned will be reported to the student but will not be credited until after the student has registered. If the student drops during the first five days of the semester the credit will not be granted.

## **Military Service Credits**

Palm Beach Junior College grants no credit for military service, attendance in military schools, or for United States Armed Forces Institute (USAIFI) courses.

Credit is not granted for USAIFI high school or college level General Education Development Tests. However, students may use these GED scores to help secure an Equivalency Diploma from a state department of education.

## **Transfer Students**

A student is classified as a transfer student if he has previously registered at any other college or university regardless of the amount of time spent in attendance or credit earned.

1. Students who enter from other colleges or universities and who ask for advanced standing, must furnish a statement of honorable dismissal and the official transcript of the work done in the college or university from which they transfer, together with a complete statement of the subjects offered for entrance at the former school.
2. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.
3. Transfer students enrolling in either session of the Spring Term who expect to return to the college or university they are currently attending, will be admitted by letter of good standing from that college in lieu of transcript. However, if they wish to continue attendance in Palm Beach Junior College for an additional term, they MUST file a complete transcript of their academic record from the other college(s) in order to meet admission requirements for the additional term here.
4. Students transferring from an institution of higher learning which is not accredited by the Association of that area, but has candidacy status, are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.

5. Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "D" or higher. All courses on the transcript are considered in calculating quality point average for student standing and for meeting graduation requirements.
6. Any student who has been suspended for disciplinary reasons at any college or university is not eligible for admission.

## **Transient Students**

Students currently attending other colleges or universities who plan to enroll at Palm Beach Junior College as a visiting student for a session(s) of the Spring Term should complete Palm Beach Junior College Application for Admission Forms, or, if they have previously been students at PBJC, reactivate their records. An official college transcript or a letter of good standing must be mailed directly to the Registrar's office.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Junior College.

## **Foreign Students**

Palm Beach Junior College welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures. Additional requirements for foreign students are:

1. Applications must be made at least three months prior to the term in which a student plans to enroll.
2. Foreign transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. These records, when evaluated by the United States Office of Education or a standard guide currently used at PBJC, must meet admissions standards.
3. Foreign applicants must present evidence of proficiency in speaking, writing, and understanding the English language by submitting scores on the Test of English as a Foreign Language (TOEFL). This test (TOEFL) is administered by ETS, the Educational Testing Service, Princeton, New Jersey, 08450, U.S.A. The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results to be sent to the Registrar's Office at PBJC. Successful completion of a program in "English as a Foreign Language" taken in residence at an American institution of higher learning may be accepted in lieu of the test of English as a Foreign Language.
4. Applicants must present a statement from a local sponsor who will assume responsibility for housing accommodations and transportation, if necessary. Inquiries regarding sponsors should be directed to the

## **Methods of Admissions**

Foreign Student Advisor four to six months prior to the expected date of enrollment.

Students on student visas are required by law to have sufficient funds to cover all living expenses, tuition, and fees for a minimum of one year. Prior to the time the student registers for courses each term, these funds must be available. No financial aid is available to new foreign students. Limited funds for emergencies are sometimes made available by local community organizations through the Foreign Student Advisor's Office.

Applicants will be notified by the Registrar of their acceptance and will be provided with Form 1-20A as required by the United States Immigration Office, Department of Justice.

## **Change of Regulations**

The college reserves the right to deny admission to any applicant and to change any of its rules, courses, regulations, calendar and charges without notice.



# **Admission Procedures**

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

## **1. ADMISSION FORMS**

Apply to the Office of the Registrar for admission forms. Fill out the application form in detail, have the residence affidavit notarized (page 4 of application form), and forward completed application to the Registrar's Office. An identification photo is requested.

## **2. TRANSCRIPTS**

Take or mail the transcript form to the high school last attended and ask that it be filled out immediately AFTER your graduation and sent to the Registrar, Palm Beach Junior College. If you have attended college elsewhere, you must submit transcripts from all colleges attended. Transcripts must be sent directly to the Registrar.

## **3. STUDENT PERSONNEL HEALTH SERVICES FORM**

A Health Information card must be filled out at registration, and updated at each subsequent registration.

## **4. PLACEMENT TESTS**

In order to be eligible for registration, a student must either (1) have taken the Florida 12th grade test within the past three years or (2) submit scores on a college approved placement test or (3) submit scores on the ACT (American College Testing Program) which is given nationally in October, December, February, April and July. While transfer students are not required to submit test scores, it is highly recommended that they do so if credit in the first course in English and Math has not been earned at the former institution.

## **5. ACCEPTANCE**

Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of their action. If you are eligible to be admitted, you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testing.

Any student falsifying application records will be subject to immediate dismissal without refund.

## **Specialized Programs**

All students must complete the five steps listed above. Additional requirements for certain specialized programs are listed below. Requirements must be completed BEFORE admission to college.

## **Admission Procedures**

### **NURSING**

Applicants wishing to be considered for acceptance into the Associate of Science Degree Nursing Program must file the following documents with the Admissions' Office of the Registrar by March 15.

- (1) A completed application form for the Nursing Program and Palm Beach Junior College.
- (2) Transcripts:
  - a) Request your high school to mail your transcript to the Registrar's Office. If you are not graduating until June, request that a partial transcript including one complete semester of your senior year and rank in class be sent in February.
  - b) College students must also request the colleges attended to send an official transcript of credits to the Registrar's Office.
  - c) A transcript documenting that you are taking or have taken a high school chemistry course or PBJC's CY 100 or its equivalent within the past 5 years with an earned grade of "C" or better.
- (3) A completed physical examination form within one year of March 15.
- (4) The 12th grade senior placement test or ACT test if no college degree is held. If the 12th grade senior placement test does not demonstrate a score of at least 200 or the ACT a score of at least 17, then a transcript with at least 24 semester hours of college credit must be submitted.

**APPLICANTS FOR THE NURSING PROGRAM MUST COMPLETE ALL OF THE ABOVE REQUIREMENTS BEFORE THEIR APPLICATION WILL BE CONSIDERED.**

Students whose 12th grade placement test scores or ACT test scores place them in remedial math and/or remedial English as well as students who score less than 200 on the 12th grade placement test or below 17 on the ACT test will be required to complete a minimum of 24 college semester hours which will include at least 6 hours of natural science with grades of "C" or better. **All students must have a cumulative grade point average (GPA) of 2.0 in all college work attempted at the end of the past term.**

Your selection will be based on the following criteria: (1) Chemistry grade, (2) Florida 12th Grade or ACT test score. (3) Grade Point Average. College GP will be used if 12 hours or more work.

Students may challenge the nursing courses if previous experience and academic preparation warrants. Challenge examinations must be arranged through the Department Chairperson. Examinations for Fall courses must be completed before June 1, and courses for the Winter must be challenged before November 1.

Both men and women are eligible to apply, regardless of marital status or age. Florida residents will have priority. However, graduates must have attained the age of 19 to write the licensing examination in Florida.

Applicants whose files are not complete by March 15 may be considered only if vacancies are available prior to the beginning of the Fall Term. Each applicant not accepted by the Fall term must reapply between January 1 and March 15 if they wish to be considered for the next class.

If a student wishes to be readmitted to the Nursing Program, he or she must make reapplication by March 15.

A student will be asked to withdraw from the Nursing Program if he or she received more than one (1) academic failure in a nursing course or courses.

## **LPN TO RN PROGRAM**

### **Minimum Requirements for Admission:**

1. Be a Licensed Practical Nurse
2. Have a 2.0 average on all college work
3. Have a "C" in Anatomy and Physiology, Microbiology and Chemistry
4. Have passed the challenge examinations in (a) Nursing Fundamentals; (b) Obstetrics; and (c) Pediatrics.
5. Have completed the following courses:

APB 1190C (BY 151)	Anatomy and Physiology I
APB 1191C (BY 152)	Anatomy and Physiology II
CHM 1015 (CY 100)	Chemistry (will accept if has been within 5 years in high school)
ENC 1103 (EH 101)	Freshman Communications
ENC 1136 (EH 102) (PE) - 2	Freshman Communications (If under 25 years of age)
PSY 2012 (PY 201)	Psychology
SOC 1200 (SS 101)	Social Institutions
POS 1001 (SS 102)	Political Institutions (or AMH 2010 (HY 201) U.S. History to 1865; or POS 2041 (PL 201) American Nat'l Gov't)

6. Math equivalency exam
7. Completed physical exam
8. Students will need to have accident insurance of some type.

Credit for LPN Schooling:	Fundamentals of Nursing	6 credits
	Obstetrics	2 "
	Pediatrics	2 "
		10 "

Credit as listed above will be given when the applicant has passed each of the challenge exams with a "C" grade. The fee for challenge exams is \$11.00 a credit (total cost: \$110).

## **Admission Procedures**

### **DENTAL HEALTH SERVICES**

For the purposes of sanitation, safety and to develop professional pride in appearance, there are specific requirements in laboratory and clinic dress for all Dental Health Services students.

### **DENTAL HYGIENE**

Applicants must: (1) be a resident of Florida for 12 months prior to registration date; (2) secure a special application packet for Dental Hygiene from the admissions section of the Registrar's Office; (3) take the American Dental Hygiene Aptitude Test either in November or February of the year in which they apply; (4) submit results of the Florida Twelfth Grade Placement Test (not more than three years old) or the ACT (American College Testing Program) given in October, November or February; (5) have medical and dental examination results recorded on the forms furnished by the College; (6) complete all application procedures by March 15, (high school seniors should submit partial transcripts covering all but final semester's work — complete transcripts are required after graduation.)

### **DENTAL ASSISTING**

Applicants must (1) have a medical and dental examination, results of which are recorded on form furnished by college; (2) have a personal interview with a staff member of the Dental Assisting Program.

### **DENTAL LABORATORY TECHNOLOGY**

Applicants must (1) take the aptitude test as scheduled by the PBJC Dental Health Center; (2) have a personal interview with a staff member of the Dental Laboratory Technology Program.

### **READMISSION PROCEDURES TO DENTAL HEALTH PROGRAMS**

Should a Dental Hygiene or Assisting student voluntarily withdraw before completion, or fail to meet course requirements and decide to return, it will be necessary to:

1. Reapply as a new student.
2. All student application records must be updated to be considered for the new class.

## Reactivated Students

A student who wishes to return to Palm Beach Junior College for day classes after an absence of one or more terms should:

- (1) Write Registrar's Office by deadline date in current calendar requesting that his records be made active.
- (2) File for additional forms or transcripts necessary to update admission records.

Acceptance letter will be issued upon completion of items (1) and (2).

## Dual College Enrollment

A currently enrolled student at Palm Beach Junior College may not attend another institution, except with permission from the Registrar's Office of Palm Beach Junior College.

Credit will not be granted at Palm Beach Junior College if a student is enrolled in another college without permission during the same session. The Palm Beach Junior College registration will be cancelled and there will be no refund of fees.

Florida Atlantic University and Palm Beach Atlantic College students must have approval of the Dean of his or her college to attend PBJC. Forms may be obtained in the Registrar's Office, Florida Atlantic University or Palm Beach Atlantic College.

## Handicapped Students

Students who meet admission requirements will be accepted, if the Admissions Committee feel that they can succeed in normal classroom situations on the college level without extra assistance. Students who are not able to continue under the above circumstances will be asked not to return by the Admissions Committee.

## Senior Citizens

Senior citizens are a welcome part of the student body at Palm Beach Junior College, in both day and evening classes. A board policy designed to encourage even fuller use of the college by senior citizens is given in detail in the "PBJC FEES" section.

# PBJC Fees

All fees are due at the time of registration. No registration will be completed until all matriculation fees, tuition fees, and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration; one for registration and one which may be used to purchase books and supplies. All fees subject to change by action of the Board of Trustees.

## BASIC FEE SCHEDULE

Student fees at Palm Beach Junior College have been established by the Board of Trustees effective with the Fall Term 1975-76 as follows:

### In-State Students (Florida Residents)

Matriculation Fee, \$12.00 per semester hour - all terms

### Out-Of-State Students (Non-Florida Residents)

Matriculation and Tuition Fee, \$27.00 per semester hour - all terms

Lab fees have been established for all courses which require expendable materials in addition to above fees.

A State Scholarship Fee of \$7.02 will be assessed on all registrations of 12 semester hours or more in a term.

## Special Fees\*

### MISCELLANEOUS FEES

Transcript Fee .....	\$1.00
Two transcripts, whether partial or final, are furnished free of charge.	
Additional transcripts will not be issued until this fee is paid.	
Special Term Examination Fee .....	3.00
Fee for Department and	
Special Course Examinations .....	11.00/credit hour
Special Announced Test Fee .....	2.00
Breakage Card Fee .....	2.50
Graduation Fee, Winter Term .....	9.00
Graduation Fee, Other Terms .....	6.00
(An additional fee of \$3.00 is charged graduates of Fall, Spring I and Spring II Terms, if the student wishes to take part in commencement exercises.)	
Late Registration Fee .....	(\$5.00 per course with a maximum of \$20.00)
Returned Check Fee .....	5.00

### AEROSPACE TECHNOLOGY FEES\*\*

AS 132 .....	\$241.00
AS 133 .....	\$590.00
AS 232 .....	\$1,600.00
AS 233 .....	\$1,600.00
AS 234 .....	\$1,030.00
Total .....	5,061.00

\*Special fees are assessed in addition to the Basic Fee schedule. Special fees may vary from Center to Center.

\*\*Fees determined by contract which is subject to periodic review and change.

## PBJC Fees

The fees above are for a minimum number of dual, solo, Link and oral hours required for the average student to successfully complete each course. In the event that a student does not complete the FAA examination in this minimum number of hours the contractor will extend the hours of training required for the student to achieve a level of competency to pass the examination. Additional hours needed to reach this level will be charged to the student at the following rates:

Oral Instruction ..... \$7.00 per hour

### Dual Instruction

Cessna 150 ..... 22.00 per hour

Cessna 172, 177 ..... 24.00 per hour

### Solo Flight Time

Cessna 150 ..... 15.00 per hour

Cessna 172, 177 ..... 19.00 per hour

Fees for flight instruction are paid by the student directly to the vendor providing the service. Refunds, if applicable, are mutually agreed upon by the student and vendor.

## APPLIED MUSIC FEES

All Applied Music courses require special fees.

Applied Music courses are numbered MV, and may be MVB (Brass), MVK (Keyboard), MVP (Percussion), MVS (Strings), MVV (Voice), or MVW (Woodwinds).

### Applied Music — Class Instruction

(2 class hours weekly) ..... \$20.00

### Applied Music — Private Instruction

One half-hour lesson weekly ..... \$30.00

(Preparatory — Freshman Level, Secondary

Instrument — Freshman and Sophomore Level)

Two one-half hour lessons weekly ..... \$60.00

(Principal Instrument — Freshman

and Sophomore Level)

## PHYSICAL EDUCATION FEES\*

Aquatics (Fundamentals of), PBJC Central ..... \$17.00

Aquatics (Fundamentals of), PBJC North ..... \$5.00

Bowling ..... 24.75

Life Saving & Water Safety, Swimming ..... 17.00

## LAB FEES

APB 1190 C(BY 151) Anatomy and Physiology I ..... 6.00

APB 1191 C(BY 152) Anatomy and Physiology II ..... 6.00

APB 2301 C(BY 251) Medical Laboratory Procedures I ..... 6.00

APB 2311 C(BY 252) Medical Laboratory Procedures II ..... 6.00

Fees estimated and are subject to change.

**PBJC Fees**

ART 1100 C(AT 112)	Arts and Crafts I	7.50
ART 1101 C(AT 114)	Arts and Crafts II	7.50
ART 1110 C(AT 105)	Ceramics I	7.50
ART 1111 C(AT 106)	Ceramics II	7.50
ART 1155 C(AT 107)	Enameling and Jewelry	7.50
ART 1203 C(AT 113)	Design III	7.50
ART 1230 C(AT 102)	Advertising Design I	7.50
ARV 1100 C(AT 108)	Photography I	7.50
ARV 1101 C(AT 109)	Photography II	7.50
ARV 1200 C(AT 117)	Typography	7.50
ARV 1202 C(AT 118)	Technical Processes	7.50
ARV 1208 C(AT 121)	Graphic Arts I	7.50
ARV 1211 C(AT 125)	Graphic Arts II	7.50
ARV 1232 C(AT 120)	Graphic Arts Industries	7.50
ARV 2206 C(AT 221)	Screen Printing	7.50
ARV 2207 C(AT 222)	Ink and Color	7.50
ARV 2212 C(AT 220)	Graphic Arts III	7.50
ARV 2222 C(AT 207)	Dye Transfer Photography	7.50
BCN 2253 C(DG 206)	Architectural Drafting	2.00
BOT 1010 L(BY 103)	General Botany Laboratory	6.00
BOT 2153 C(BY 211)	Botany II	6.00
BSC 1012 L(BY 105)	Principles of Biology Laboratory	6.00
CAP 2001 (DP 205)	Business Programming – COBOL	5.00
CHM 1015 L(CY 105)	Lab for CY 100	10.00
CHM 1046 C(CY 102)	General Chemistry II	10.00
CHM 1047 C(CY 103)	General Chemistry III	10.00
CHM 2200 C(CY 200)	Principles of Organic Chemistry	10.00
CHM 2210 C(CY 211)	Organic Chemistry I	10.00
CHM 2211 C(CY 212)	Organic Chemistry II	10.00
CHM 2120 C(CY 202)	Quantitative Analysis	10.00
CJT 2140 (PO 206)	Introduction to Criminalistics	2.00
COP 2401 C(DP 202)	Computer Programming I	5.00
COP 2401 C(DP 206)	Computer Programming II	5.00
COP 2610 C(DP 210)	Advanced Computer Systems	5.00
DEA 1020 C(DA 102)	Preclinical Orientation	10.00
DEA 1800 C(DA 110)	Clinical Practice I	10.00
DEA 1801 C(DA 111)	Clinical Practice II	10.00
DEA 1802 C(DA 112)	Clinical Practice III	10.00
DEA 1820 C(DA 108)	Expanded Duties	10.00
DEA 1821 C(DA 109)	Expanded Duties	10.00
DEH 1800 C(DS 110)	Clinical Dental Hygiene I	5.00
DEH 1802 C(DS 111)	Clinical Dental Hygiene II	5.00
DEH 2501 L(DS 209)	Laboratory for DEH 2501 (DS 208)	5.00
DEH 2806 C(DS 210)	Clinical Dental Hygiene III	5.00
DEH 2808 C(DS 215)	Clinical Dental Hygiene IV	5.00
DES 1000 C(DS 102)	Dental Anatomy	5.00
DES 1100 C(DA 105)	Elements of Dental Materials	10.00

		PBJC Fees
DES 1200	C(DS 104)	Dental Radiology . . . . . 5.00
DTE 1100	C(DT 100)	Complete Denture Techniques I . . . . . 10.00
DTE 1101	C(DT 102)	Complete Denture Techniques II . . . . . 10.00
DTE 1110	C(DT 103)	Cast Inlay and Crown Techniques . . . . . 10.00
DTE 1120	C(DT 106)	Partial Denture Techniques I . . . . . 10.00
DTE 1140	C(DT 110)	Ceramics I . . . . . 10.00
DTE 1150	C(DT 104)	Crown and Bridge Technique I . . . . . 10.00
DTE 2121	C(DT 206)	Partial Denture Techniques II . . . . . 10.00
DTE 2130	C(DT 202)	Special Prosthesis . . . . . 10.00
DTE 2151	C(DT 204)	Crown and Bridge Technique II . . . . . 10.00
EEC 2940	L(EN 202)	Montessori Practicum I . . . . . 5.00
EEC 2940	L(EN 203)	Montessori Practicum II . . . . . 5.00
ETC 2321	C(CL 211)	Surveying I . . . . . 3.00
ETC 2323	C(CL 212)	Surveying II . . . . . 3.00
ETD 2711	C(DG 204)	Machine Drafting I . . . . . 2.00
ETD 2712	C(DG 205)	Machine Drafting II . . . . . 2.00
ETD 2801	C(DG 212)	Technical Illustration . . . . . 2.00
ETE 1001	(AC 104)	Essentials of Electricity . . . . . 3.00
ETE 1010	C(EL 101)	Electricity and Magnetism . . . . . 3.00
ETE 1020	C(EL 102)	Circuit Analysis . . . . . 3.00
ETE 2102	C(EL 211)	Electronics I . . . . . 3.00
ETE 2122	C(EL 212)	Electronics II . . . . . 3.00
ETE 2514	C(EL 201)	Advanced Electricity . . . . . 3.00
ETG 2530	C(ML 221)	Properties and Test. of Materials . . . . . 3.00
ETI 1411	C(ML 121)	Manufacturing Processes . . . . . 3.00
ETM 1600	C(ML 122)	Air Conditioning Shop . . . . . 3.00
ETM 1614	(AC 125)	Refrigeration Cycles and Equipment . . . . . 3.00
EVS 1269	C(WT 156)	Microbiology for Waste Water Tech . . . . . 6.00
FSS 1210	C(HE 102)	Food for the Family . . . . . 10.00
FSS 2221	L(HR 210)	Quantity Food Comp. and Prep . . . . . 15.00
HFT 1941	C(HR 118)	Hotel-Motel-Food Service Practicum II . . . . . 15.00
HFT 2941	C(HR 218)	Hotel-Motel-Food Service Practicum II . . . . . 15.00
MCB 1000	C(BY 156)	Microbiology . . . . . 6.00
MHT 2420	C(MH 206)	Activity Therapies . . . . . 4.00
NUR 1210	C(NG 102)	Medical and Surgical Nursing . . . . . 5.00
NUU 1140	C(NG 101)	Fundamentals of Nursing . . . . . 5.00
DCB 2013	C(BY 215)	Introduction to Marine Science . . . . . 6.00
DTH 2100	C(OT 202)	Occupational Therapy Practicum . . . . . 2.00
DTH 2100	C(OT 202)	Occupational Therapy Act. Lab . . . . . 10.00
PCB 2060	L(BY 205)	Experiments in Genetics . . . . . 6.00
PEL 1346	L(PE 104)	Badminton . . . . . 2.00
PEL 2121	L(PE 212)	Golf (Co-Ed) . . . . . 2.00
PEL 2141	L(PE 201)	Archery (Co-Ed) . . . . . 2.00
PEL 2341	L(PE 213)	Tennis (Co-Ed) . . . . . 2.00
PEL 2342	L(PE 215)	Intermediate Tennis . . . . . 2.00
PHY 3040	L(PH 350)	Laboratory for PH 201 and PH 205 . . . . . 5.00
PHY 3041	L(PH 351)	Laboratory for PH 206 . . . . . 5.00

### PBJC Fees

PSC 1341	L(PS 150)	Physical Science Laboratory	.....	5.00
REE 1000	(RE 101)	Intro. To Real Estate	.....	5.00
REE 2801	(RE 201)	Real Estate Brokerage	.....	5.00
SES 1100	(BE 105)	Beginning Typewriting	.....	5.00
SES 1100	(BE 107)	Typewriting	.....	5.00
SES 1110	(BE 106)	Intermediate Typewriting	.....	5.00
SES 1210	(BE 103)	Shorthand	.....	5.00
SES 1234	(BE 104)	Dictation and Transcription	.....	5.00
SES 1321	C(BE 100)	Office Machines	.....	5.00
SES 1341	(BE 101)	Office Practice	.....	5.00
SES 2120	C(BE 205)	Advanced Typewriting	.....	5.00
SES 2215	C(BE 201)	Advanced Shorthand Dict. & Transcr.	.....	5.00
SES 2220	(BE 209)	Machine Shorthand	.....	5.00
SES 2221	C(BE 206)	Machine Shorthand I	.....	5.00
SES 2222	C(BE 207)	Machine Shorthand II	.....	5.00
SES 2223	C(BE 208)	Machine Shorthand III	.....	5.00
SES 2248	C(BE 203)	Special Appl. of Dict. & Transcr.	.....	5.00
ZOO 1010	L(BY 104)	General Zoology Laboratory	.....	6.00
ZOO 2713	C(BY 201)	Comparative Vertebrate Anatomy I	.....	6.00
ZOO 2715	C(BY 202)	Comparative Vertebrate Anatomy II	.....	6.00

### CENTER FOR EARLY LEARNING AND EARLY CHILDHOOD PROGRAMS:

1. Overall non-refundable materials fee of \$10.00 to be paid by student-parents prior to enrollment each term. If a child is enrolled after beginning of term, materials fee will be graduated on a monthly basis.
2. The current enrollment fees be increased to the following amounts of a sliding scale according to ability to pay:
  - a. \$10.00 per week
  - b. 15.00 per week
  - c. 20.00 per week.
3. The current fee in the amount of 50 cents per week for each child for snacks will be continued.

### FEES FOR SENIOR CITIZENS IN CREDIT CLASSES

Senior citizens may register for not to exceed two classes on the final day to drop or add classes in any regular registration period for any existing vacancy in an existing section of a credit class. The fee for each class shall be \$4.00. The Board shall waive the student activity fee. In the case of non-residents, the Board shall waive the non-resident portion of the fee.

Students will be expected to pay all regularly assessed special fees for any classes in which they enroll.

Students registered under this policy must not be currently registered in any other credit classes.

Senior citizens, for the purpose of this policy, shall be those individuals who have reached the age of 65 by the day of registration.

## **SHORT COURSE, NON-CREDIT FEES**

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering.

## **OTHER INDIVIDUAL PROGRAM COSTS**

Students enrolled in Dental Assisting, Dental Hygiene, Nursing, Emergency Medical Technician, Mental Health Technology, and Occupational Therapy Assisting must purchase approved insurance and provide for transportation to the agencies for clinical experience. Nursing and Dental Hygiene students must also purchase approved uniforms and special kits as required.

Art, Engineering Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks.

## **REFUNDS**

Students who withdraw from college within the first five class days of any term, (except Spring Term – first three days) not including days set aside solely for registration, will be reimbursed eighty percent of the tuition and fees. The student withdrawing must notify Registrar.

Pre-scheduled students who have pre-paid fees will be reimbursed one hundred percent of fees paid, if they notify the Registrar's Office in person before official registration begins as published in current catalog for any term. After official registration begins, only eighty percent will be reimbursed.

Students must present completed documentation for change from out-of-state to in-state classification to the Registrar before the first day of classes to be eligible for a refund of the out-of-state portion of their fees.

## **STUDENT ACTIVITY FEE**

An activity fee of \$1.00 per semester hour, which is included in the matriculation fee, has been identified for use in student activities. This fee will be distributed to on-going student activities, such as Athletics, Galleon, Beachcomber, Intramural and Recreation, Assemblies, Student Government Association, etc. Requests for funds are reviewed annually by the Student Activity Fee Committee.

## **DELINQUENT ACCOUNTS (INCLUDING RETURNED CHECKS)**

Any student who has a delinquent account shall be notified. If the delinquency is not cleared within the time period specified, the Assistant Dean of Students will inform the student that he has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College, and have all academic records frozen until the account is cleared.

## **Federal Education Benefits**

### **STUDENT FEE AUDIT**

An audit of all fees collected will be conducted by the College staff at the close of each registration.

In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them. Overcollection of fees will be refunded.

## **Federal Education Benefits**

### **VETERANS ADMINISTRATION**

The college is State approved for veterans training. Veterans who plan to attend under any of the various veteran's training laws and dependents of deceased or disabled veterans who expect to enroll under the War Orphans Educational Assistance Act or Aid to Veterans' Dependents should apply to the St. Petersburg Regional Office or the College Registrar's office.

Veterans are urged to contact personnel in the Veterans Section of the Registrar's office when V.A. Application is being made.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges, the same as other students, except for disabled veterans attending under Title 31, who are certified by V.A. prior to enrollment. However, any veteran training under Chapter 34 or 35, Title 38 United States Code may receive a sixty (60) day deferment to pay his fees by completing the proper forms at the Veterans Section of the Registrar's Office and taking these forms to the Cashier's Office. Veterans who choose to defer their fees and fail to pay by the end of a 60 day period will be treated as other students who have failed to pay fees. Upon certification by the college and the Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows:

Time	Regular Term	Six-Week Term*
Full	12 or more sem. hrs.	4 sem. hrs.
3/4	9-11 sem. hrs.	3 sem. hrs.
1/2	6-8 sem. hrs.	2 sem. hrs.
Fees Only	1-5 sem. hrs.	1 sem. hr.

A person claiming benefits and eligible to receive a monthly subsistence check should be prepared to finance in full his expenses for the first two or three months. When full eligibility is established, a subsistence check should be expected by the 10th of each month.

### **STATEMENT OF STANDARDS OF PROGRESS**

In compliance with VA Regulations, Palm Beach Junior College has a rule for veterans and eligible persons known as the Standards of Progress. This will apply to any term that VA benefits are being received. Eligible persons: War Orphans, Widows and Wives.

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\*Combination of six-week and 12-week term is figured individually. The VA allows nothing for widows or children, if the student drops below  $\frac{1}{2}$  time.

## **Student Residence Classification**

To determine the student's progress towards a goal, quality points are assigned as follows:

A - 4	quality points per credit hour
B - 3	" " " "
C - 2	" " " "
D - 1	" " " "
F - 0	" " " "
*WV - 0	" " " "

\*Used in computing quality point average for veterans and/or eligible persons.

"WV" is used for purposes of determining the progress of a veteran or eligible person in his pursuit of chosen objective. "WV" is "0" quality points per credit hour. This means that hours attempted and withdrawn from would not be counted as credits earned, but would count as hours attempted.

If a student is having difficulty, it will be reflected in his quality points. To identify such a student, he is placed on probation for one term, if his OPA is not:

- 1.4 or better or 1 through 14 semester hours attempted
- 1.6 or better for 15 through 27 semester hours attempted
- 1.8 or better for 28 through 45 semester hours attempted
- 2.0 or better for more than 45 semester hours attempted

If the OPA has not been attained after one semester on probation, the veteran and/or eligible person's VA benefits will be discontinued.

When a veteran or eligible person receiving VA benefits withdraws or changes from credit to noncredit, he will receive a "WV" which will count as hours attempted. As soon as a veteran or VA benefits is absent more than 25% of the time a course meets, the instructor will complete and turn in to the Registrar's Office the Veterans Excessive Absence Form and the student will receive a "WV" Exception: in the case of extenuating circumstances, see the Dean of Men.

Veterans and/or eligible persons will be notified of any change in their status. The Veterans Administration will also be notified of any change of status. The Office of Veterans Affairs is located in the Registrar's Office, extension 215 and 315; evenings 965-8004.

## **SOCIAL SECURITY**

The social security law provides benefits up to age 22 to children whose parent on whom they were dependent dies or starts receiving social security retirement or disability benefits. The student must be in full time attendance in an educational institution. Full time at PBJC is 12 credit hours.

## **Student Residence Classification**

A student's residence classification is determined at the time of his first registration at Palm Beach Junior College. Students may change to Resident Student at the change of term after having their legal domicile in the State of Florida for 12 months. To change to Resident Student, a Declaration of Domicile must be on file in the Registrar's Office prior to the first class meeting.

## **Attendance RESIDENT STUDENT**

A student is considered a Resident Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent resident in the State of Florida for at least 12 months immediately preceding his registration at Palm Beach Junior College. Legal papers proving his guardianship must accompany the application of students claiming Resident Student classification through a legal guardian.

## **OUT-OF-STATE STUDENT**

Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration he will be classed as an Out-of-State Student and be subject to the Out-of-State tuition fee. (Proof of guardianship required.) Employees of the Board of Public Instruction or of Palm Beach Junior College who are themselves students at PBJC and who wish to request a waiver of Out-Of-State tuition fees may obtain the proper form from the county superintendent's office or from the college.

## **SOPHOMORE AND FRESHMAN**

A student is considered a sophomore when he has completed twenty-four semester hours of credit, regardless of the number of terms he has been in attendance. When he has completed less than twenty-four hours of credit, he is a freshman.

## **REGULAR AND SPECIAL**

A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student. A Spring Term student must carry 4 semester hours in each six-week session to be considered a regular student during that session. Although audit courses carry no credit, they are counted as part of the student's load. However, when figuring credit load for Selective Service deferment, Social Security benefits or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours.

## **AUDITORS**

A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must be regular in attendance, but not required to take tests and examinations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor.

## **Attendance**

### **CLASS ATTENDANCE**

A student must attend all classes and laboratories for which he is registered. Absence involves a scholastic loss and necessarily a lower grade. Complete regulations are in the Student Handbook.

**ATTENDANCE REGULATIONS FOR CREDIT COURSES**

1. An accurate record of attendance and tardies will be kept for each class. If a student misses as much as one-third of a class, he will be counted absent. Three tardies will be counted as one absence.
2. There is no such thing as an "allowable cut" in any class. Regular class attendance is expected.
3. If, for some unavoidable reason, a student should have to miss a class session, it is the student's responsibility to contact the instructor immediately upon his return to class to determine what measures can be taken to maintain the continuity of the course.
4. Any student who misses more than 25% of the class meetings for a particular course will receive an automatic "F" in the course, unless he completes an official Drop-from-Class form; or, the instructor may withdraw the student from class with a grade of "WX." (In the case of extreme extenuating circumstances, an instructor may permit a student to remain in the course beyond the 25% maximum and give him the grade earned.)
5. It is the student's responsibility to withdraw himself from a class. This may be done up to two weeks before the final examination period.
6. In case of an emergency, hardship, or extenuating circumstances, a student may request in writing or by telephone to the Assistant Dean of Students-Men/Women, pending their approval, that a Drop-from-Class form be processed for the student.

**ABSENCE FROM EXAMINATIONS**

Absence from an examination will count as a failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special term examination and a fee of \$2.00 for a special announced test given during the term.

**Grading****GRADING SYSTEM**

The following grading system is used in Palm Beach Junior College:

A – Excellent	W – Withdrawn
B – Good	AU – Audit
C – Fair	NC – Non-credit Course
D – Poor but Passing	WX – Withdrawn for Excessive Absences
F – Failure	WV – Withdrawn Veteran for Excessive Absences
I – Incomplete	

**QUALITY POINTS**

At the end of each term, quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. The scholastic standing of a student is

## **Policies**

defined as the ratio of his total number of quality points to his total number of hours attempted.

## **GRADE REPORTS**

Grade reports are sent to students twice a term. The only grades officially recorded are those issued at the end of a term or session.

## **DEAN'S LIST**

Students who attend Fall or Winter Term and earn 15 or more semester hours credit with a 3.0 or higher average, will have their names placed on the Dean's List for that term. Students enrolled in the Spring Term will be eligible for the Dean's List if they attend both sessions and earn 12 or more semester hours credit with a 3.0 or higher average (B or better).

## **STUDENT LOAD**

Most students are not permitted to carry more than 18 semester hours. However, a student whose name appears on the Dean's List for the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours during a regular term and 14 semester hours during the 12-week Spring Term.

## **INCOMPLETE WORK**

Incomplete grades are changed to "F" automatically if not made up within 2 weeks after end of term.

## **ACADEMIC DIFFICULTY**

Students whose low cumulative Grade Point Average would not qualify them for graduation, (2.0), should they continue to be in academic difficulty, will be identified by the Registrar as subject to a program of structured guidance and counseling with Student Personnel during the next term they are in attendance.

## **Policies**

### **STUDENT CONDUCT**

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for the success in college work rests largely upon themselves. Policies and regulations of the college are formulated by the District Board of Trustees, the Faculty of the college, the Student Government, and the Inter Social Club Council. Each student, by the act of registering, obligates himself to obey all rules and regulations formulated by the college.

### **SECURITY OF STUDENT RECORDS**

#### I. INSPECTION OF RECORDS

##### A. Eligible Persons

In compliance with the Family Educational Rights and Privacy Act (The Buckley Amendment) the student records at PBJC (located in the Office of the Registrar) are open for inspection on

by the student or parents of dependent students (as defined by Section 152 of the Internal Revenue Code) and (as per Paragraph #99.31 of the Buckley Amendment).

1. School officials who have legitimate educational interests.
2. State educational authorities.
3. Federal and State officials representing state or federal programs.
4. Persons having written authorization for release.
5. Officials in compliance with Judicial orders.

**B. Viewing the Record**

1. Permanent records are never permitted out of the Office of the Registrar.
2. Students may view their records at the counter in the presence of office personnel.

**II. PRIOR CONSENT FOR DISCLOSURE OF RELEASE OF RECORDS**

**A. Copies of Material in Record**

1. Transcripts are released only upon written consent of the student or parents of dependent students (as per Paragraph #99.30 of the Buckley Amendment).
2. There is no charge for the first two transcripts. A \$1.00 fee for each additional copy should accompany each additional request.
3. If a student or parent of dependent student cannot have access to record (i.e. lives too far away) copies may be made and the fee schedule for transcripts (A.2.) will be applied. (as per Paragraph #99.8 and Paragraph #99.11 of the Buckley Amendment)

**B. Disclosures Released Without Student's Written Consent (as per Paragraph #99.3 of the Buckley Amendment)**

1. Enrollment status
2. Dates of attendance
3. Degree received
4. Date of graduation
5. Address (not over the telephone)
6. Educational institutions attended
7. Date and place of birth.

**III. RIGHT TO HAVE AND PROCEDURE FOR CONDUCTING A HEARING**

- A. If a student feels that there is an error in the permanent record, the student should contact the Office of the Registrar to arrange for a hearing.
- B. A hearing will be conducted accordingly as per Paragraph #99.22 of the Buckley Amendment.
  1. The hearing will be within a reasonable period of time after the request is received.

## Policies

2. The parent or eligible student shall be given notice of date, place and time reasonably in advance.
3. A written decision shall be made by the educational institution within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

## UNPAID ACCOUNTS

Unpaid student accounts to the college will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript.

## PREREQUISITES

A student who registers for any course for which he has not completed the prerequisites must consult with the chairperson of the department offering the course. The chairperson may make the decision to remove the student from the course; move the student to the prerequisite course; or allow the student to remain in the course.

## REGULATION CHANGES

Any statement in this catalog is subject to change by the Administrative Committee of the college. Any question concerning the interpretation of any regulation in this catalog will be referred to the Registrar, and his decision will be final.

## REPEATED COURSES AND ACADEMIC AVERAGE

As of December, 1970, only the last attempt of a repeated course is used in grade point average computation.

No student may repeat a course in which he has previously earned a grade of "C" or better, except on an audit basis.

## CORRESPONDENCE COURSES

A maximum of 15 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally accredited institution.
- (2) The minimum grade "C" was earned.
- (3) The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.
- (4) None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Junior College does not offer correspondence courses.



## *How to Choose Your Program*

NON-DEGREE PROGRAMS .....	70
ASSOCIATE IN SCIENCE .....	71
ASSOCIATE IN ARTS .....	72
GRADUATION REQUIREMENTS .....	73
HELP IN MAKING YOUR CHOICE .....	75
DEPARTMENTS AND MAJORS LIST .....	76
UNIVERSITY PARALLEL MAJORS LIST .....	79
SPECIALIZED, BUSINESS, TECHNICAL AND PROFESSIONAL MAJORS LIST .....	81

# **How to Choose Your Program**

In making your decision to seek a college education, one of the basic questions you need to answer is: "How long do I plan to stay in college?" At PBJC, more than half the students plan initially to stay in college for four years — two years at PBJC and two years at some other college or university. They are all enrolled in "University Parallel" courses, leading to an Associate in Arts Degree. If you are planning to obtain a four-year college degree, or more, you should read carefully the section under Associate in Arts Degree below.

Many students feel that they need additional training beyond high school, but are aiming for mid-management levels in some business or profession. A growing number of PBJC students plan to stay in college for only two years, completing their formal college education at PBJC in a "Specialized, Business, Technical, Professional Program" and earning an Associate in Science Degree. If you are one of these, you should read the section under Associate in Science below.

The third broad category of PBJC students are not interested in a degree from college and should read the section below called "Non-Degree Programs." Some of these students will be interested in the one-year programs offered by the college. Others will be persons who want more out of life, and know they can attain this end through education, but have no need for formal recognition of their academic efforts. These students should read the material under "Continuing Education" in the "This is PBJC" section.

## **Non-Degree Programs**

A student who does not desire a degree may work out whatever individual program suits his own educational need. He may register for one or more courses in the day or in the evening.

The college offers a growing number of formalized non-degree programs, with certificates awarded upon successful completion. A list of these non-degree programs, and the page number where additional information may be obtained, follows.

Air Conditioning and Refrigeration Specialist . . . . .	148	Emergency Medical Tech II . . . . .	206
Basic Standard Corrections Officer . (See Dept. Chairperson)		Drafting Specialist . . . . .	149
Basic Standard Police Recruit Program . (See Dept. Chairperson)		Fire Science Technology . . . . .	147
Building Construction Management . . . . .	142	Law Enforcement . . . . .	163
Computer Operator . . . . .	132	Popular Music and Jazz Specialists . . . . .	179
Corrections . . . . .	165	Retail Sales — Clerical . . . . .	106
Dental Assisting . . . . .	136	Security and Loss Prevention Certificate . . . . .	166
Early Childhood Education Aides . . . . .	226	Stenographic . . . . .	107
		Surveyor's Aid . . . . .	149
		Water and Wastewater Technology . . . . .	211

## Associate in Science

The degree of Associate in Science is awarded upon successful completion of a two year Specialized, Business, Technical or Professional Program approved by the college. The aim of the A.S. Degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with a degree of training which would lead to mid-management levels.

If your answer to the question, "How long do I plan to stay in College?" is, "Not more than two years," you should make your selection of program from those listed below in the Specialized, Business, Technical and Professional list. If you plan to stay in college for four or more years, you should look under the University Parallel list.

It is important to note that students who choose Associate in Science Degree programs are NOT qualifying themselves for transfer to the junior year at a State University. If a combination of immediate job training plus possible continuation for a four-year degree is desired it is better to plan your program with a guidance counselor, using a University Parallel program as a base.

### GRADUATION REQUIREMENTS FOR A.S. DEGREE

All students who wish to graduate from Palm Beach Junior College must fulfill the eight requirements listed under the general heading "Graduation Requirements". Students are expected to complete all the courses in the program in which they are registered.

### GENERAL EDUCATION REQUIREMENTS FOR A.S. DEGREE\*

Students must complete the specific courses in General Education listed below.\*\*

<b>Area 1</b>	<b>COMMUNICATIONS</b>	<b>.....</b>	<b>6 hours</b>
	ENC 1103 (EH 101) Freshman Communications	.....	
	ENC 1136 (EH 102) Freshman Communications	.....	6
	ENC 1313 (EH 110) Technical Writing	.....	
<b>Area V</b>	<b>SOCIAL SCIENCES</b>	<b>.....</b>	<b>6 hours</b>
	SOC 1200 (SS 101) Social Institutions	.....	3
	AND		
	POS 1001 (SS 102) Political Institutions	.....	3
	OR		
	POS 2041 (PL 201) American Nat'l Gov't	.....	3
	OR		
	AMH 2010 (HY 201) U.S. History to 1865	.....	3

\*It will be noted that General Education requirements for the A.S. degree are considerably relaxed from the rigid specifications necessary for the Associate in Arts Degree. Students enrolled in A.S. degree programs who do not meet all A.A. degree requirements, may complete 36 hours of General Education and have this noted on transcript. PROVIDED the Registrar is notified of this intention when the student applies for A.S. degree. See "Alternate or Second Degree" following "Associate in Arts."

\*\*Some specialized occupational programs do not need to meet all of the above General Education requirements. However, all courses listed in program outlines in the catalog must be completed in their entirety.

## **Associate in Arts**

If you have any intention of going to college for four years, you should choose your course from the University Parallel list below, and complete all requirements for the Associate in Arts Degree at Palm Beach Junior College. The excellent record made by PBJC students in four-year colleges and universities throughout the U.S. and abroad has been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

While all state universities in Florida will accept as Juniors most students who have completed an A.A. Degree at Palm Beach Junior College completion of the degree does not always qualify for admission to the junior year in certain schools and colleges within the Universities. Each college has specific course requirements which must be met.

If you plan to go into a College of Arts and Sciences, for instance, you should include two years of a foreign language at PBJC. Some colleges require two years each of biological and physical sciences. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBJC.

### **GRADUATION REQUIREMENTS FOR A.A. DEGREE**

Read carefully the eight steps under the general heading "Graduation Requirements." Students bear the primary responsibility for meeting all these requirements.

### **GENERAL EDUCATION REQUIREMENTS FOR A.A. DEGREE**

You must complete a minimum of 36 semester hours of work in the six subject areas as specified below.

Note that the general education requirement has already been worked into the programs listed in the last section of this catalog. A student must earn a cumulative "C" (2.0) for all subjects, in order to graduate.

<b>Area I</b>	<b>COMMUNICATIONS</b>	<b>6 Hours</b>
	ENC 1103 (EH 101) Freshman Communications .....	
	ENC 1136 (EH 102) Freshman Communications .....	6
	ENC 1313 (EH 110) Technical Writing .....	
<b>Area II</b>	<b>MATHEMATICS</b>	<b>3 Hours</b>
	MGF 1113 (MS 106) Mathematics for General Education or higher .....	3
<b>Area III</b>	<b>NATURAL SCIENCES*</b>	<b>7 Hours</b>

#### **TWO OF THE FOLLOWING**

- BSC 1012 (BY 100) Principles of Biology;  
BSC 1012L (BY 105) Principles of Biology Laboratory . . 4  
BOT 1010 (BY 101) General Botany;  
BOT 1010L (BY 103) General Botany Lab . . . . . 4

\*The General Education requirements allow a student to earn his seven hours of science credits by selecting offerings from the areas of Biology, Chemistry, Physics or Physical Science on the advice of the student's major counselor.

## **Graduation Requirements**

As selected from the areas above of Communications, Mathematics, Natural Sciences, Humanities, Social Sciences and/or Business, (technical courses not acceptable), and approved by the academic advisor. Selection may include, but is not limited to, the above courses.

## **Graduation Requirements**

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for

## **Graduation Requirements**

meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.

- (1) Students must have 62 semester hours for graduation. Not more than four semester hours of music organization credit and two semester hours of physical education activity credit will be allowed, unless more than two hours is specifically required in the program.
- (2) The last 15 semester hours of credit must be earned in residence. The student must be in attendance during the term in which he makes application for graduation. In all cases, graduation must follow a term in which the student is in attendance. Dates for the final application for graduation are listed in the college calendar in this Bulletin. It is the responsibility of the student to meet this deadline.
- (3) A cumulative grade point average of not less than 2.0 or "C" must be achieved in all work attempted by all students.
- (4) All regular students will be required to complete two semester hours in a physical education activity. Exceptions to this requirement are: adults who have reached their twenty-fifth birthday, veterans with two years of service other than reserve, students enrolled in evening classes, and students enrolled in certain specialized programs. Other students may be excused from the physical education program or a part thereof by a medical certificate.  
PA courses are for PE majors only and will not satisfy graduation requirements for other majors.
- (5) The Health course graduation requirement may be met by either HES 1000 (HH 101), Perspectives on Healthful Living or HES 2121 (HH 230), Life Science and Health. (Not required for Nursing (A.S.) graduates). This graduation requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test. All students become eligible to take this exam by paying the \$11.00 per credit hour exam fee (\$22.00). Two hours credit will be awarded and will appear on the student's transcript as "credit by exam" with no letter grade being assigned.
- (6) Students must make formal application for graduation on the form furnished by the Registrar and filled out by the counselor.
- (7) Participation in graduation exercises is expected of all graduates who are eligible for graduation at end of Winter Term. The application must be presented and the graduation fee paid at the time the student registers for his final term.
- (8) General Education requirements as specified under Associate in Science and Associate in Arts above. Completion of General Education requirements cannot be certified until all other requirements of the degree have been met.
- (9) To obtain full benefit of articulation agreements between Palm Beach Junior College and Florida state university systems, a student must fulfill all graduation requirements.

- (10) Articulation Agreement between colleges and universities in Florida effective date of April 13, 1971 has given us a deadline as follows: Students who are awarded AA Degrees after August 31, 1972 at Palm Beach Junior College must have 60 semester hours of ACADEMIC WORK EXCLUSIVE OF OCCUPATIONAL COURSES AND BASIC REQUIRED PHYSICAL EDUCATION COURSES. General Education Certification of an approved program of not less than 36 semester hours is required.

## **Alternate or Second Degrees**

Occasionally a student will wish to earn both the A.S. and the A.A. Degree from PBJC. This can be done, but requires 15 additional credits after the first degree is awarded, plus completion of all requirements for both degrees.

Sometimes students who discover near graduation that they have not completed all requirements for the A.A. Degree, but can graduate with an A.S., choose to accept the A.S. in order to graduate with classmates. As explained in the footnote under "A.S. Degree" this is perfectly acceptable as a procedure. An A.S. granted in this way does not require the completion of all of the requirements of any one of the standard Specialized, Business, Technical and Professional programs.

Students who adopt this procedure sometimes return for an additional term to complete general education requirements before transferring to a university. The Registrar must be notified in writing on a General Education form of student's intention to work toward General Education requirements. Such a procedure does not allow the conferring of a second degree unless a total of 15 credit hours have been earned beyond those required for the first degree.

## ***Help in Making Your Choice***

The entire faculty at Palm Beach Junior College is utilized in an effort to match each student with the program best suited to meet his educational objectives. Students fall into major groups, and these two groups go for help to different members of the faculty.

### **STUDENTS WHO KNOW THEIR MAJOR AREA OF INTEREST**

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by members of the faculty to the department of your major. The index of Departments and Majors below will lead you to the listing for your department in the last section of the catalog. There you will find the faculty advisors for your major listed, as well as the suggested program in your major.

### **MAJOR FIELD UNDECIDED**

While it is important for you to choose your major field as early as possible, it is recognized by the college that many students can not yet make this decision, and others may discover they have made a wrong choice.

## **Departments and Majors**

A staff of guidance counselors is available in the Student Personnel Department to assist the undecided student in making out a satisfactory program. Information on career opportunities and four-year colleges and universities is available at the counseling center.

## **Departments and Majors**

### **(01) ART DEPARTMENT**

AA-002.	Advertising Design . . . . .	85
AA-003.	Architecture . . . . .	86
AA-001.	Art Education . . . . .	87
AA-008.	Art History . . . . .	88
AA-009.	Graphic Arts . . . . .	85
AS-010.	Commercial & Graphic Arts . . . . .	85
AA-006.	Fine Arts (Drawing, Painting, Sculpture) . . . . .	88
AA-005.	Interior Design . . . . .	89
AS-012.	Interior Design . . . . .	90
AS-007.	Medical Illustration . . . . .	91
AA-004.	Photography . . . . .	92

### **(02) BIOLOGY SECTION**

AA-031.	Bacteriology, . . . . .	209
AA-026.	Biology, General . . . . .	209
AA-027.	Biology, Teacher . . . . .	209
AA-035.	Marine Biology . . . . .	209
AA-028.	Plant Sciences (Agri.) . . . . .	211
AA-029.	Science Education . . . . .	209
AS-199.	Water and Wastewater Technology . . . . .	211
AA-033.	Wild Life, Conservation . . . . .	209
AA-034.	Zoology . . . . .	209

### **(03) BUSINESS DEPARTMENT**

AS-075	Banking . . . . .	98
AA-052.	Business Administration . . . . .	98
AS-055.	Fashion Merchandising – Sales & Marketing . . . . .	105
AA-056.	Business Teacher . . . . .	99
AS-066.	Clerical Practice . . . . .	100
AA-071.	Clothing & Textile . . . . .	101
AA-074.	Dietary Technology . . . . .	103
AA-053.	Economics . . . . .	98
AS-058.	Executive Secretary . . . . .	100
AS-073.	Fashion . . . . .	102
AS-068.	Food Service . . . . .	103
AS-057.	General Business . . . . .	104
AS-072.	General Home Economics . . . . .	104
AA-501.	Home Economics . . . . .	101
AS-060.	Hotel-Motel Management . . . . .	105
AS-504.	Insurance . . . . .	98
AA-054.	Management . . . . .	98
AS-064.	Medical Secretary . . . . .	100
AS-503.	Real Estate . . . . .	98
CT-061.	Retail Sales, Clerical . . . . .	101
CT-059.	Stenographic . . . . .	101

**(04) CHEMISTRY SECTION**

AA-076.	Chemistry . . . . .	216
AA-077.	Chemistry Teacher . . . . .	216
AA-079.	Pre-Dental . . . . .	217
AA-078.	Pre-Medical . . . . .	217
AA-082	Pre-Optometry . . . . .	219
AA-080.	Pre-Pharmacy . . . . .	217
AA-083.	Pre-Podiatry . . . . .	218
AA-081.	Pre-Vet. Medical . . . . .	217

**(05) COMMUNICATIONS DEPARTMENT**

AA-101.	Creative Writing . . . . .	120
AA-101.	English . . . . .	120
AA-101.	English Teacher . . . . .	120
AA-104.	Journalism . . . . .	121
AA-105.	Liberal Arts . . . . .	120
AA-107.	Public Relations . . . . .	121
AA-103.	Speech – Drama . . . . .	121
AA-109.	Speech Pathology & Audiology . . . . .	122
AA-201.	Foreign Language . . . . .	120
AA-202.	Foreign Language Teacher . . . . .	120

**(06) DATA PROCESSING DEPARTMENT**

CT-128.	Computer Operator . . . . .	132
AA-127.	Computer Science . . . . .	130
AS-126.	Computer Technology . . . . .	129

**(07) DENTAL HEALTH SERVICES**

CT-153.	Dental Assistant . . . . .	136
AS-151.	Dental Hygienist . . . . .	134
AS-152.	Dental Lab. Tech. . . . .	135

**(08) ENGINEERING DEPARTMENT**

AS-197.	Aerospace Technology . . . . .	141
CT-182.	Air Cond. & Refrig. Spec. . . . .	148
AS-183.	Air Cond. & Refrig. Tech. . . . .	140
AA-185.	Building Construction . . . . .	150
AS-198.	Building Construction Management . . . . .	142
AS-200.	Building Officials and Inspectors Program . . . . .	143
AS-178.	Drafting & Design Technology . . . . .	144
CT-181.	Drafting Specialist . . . . .	149
AS-180.	Electrical Distribution Tech. . . . .	145
AS-177.	Electronic Technology . . . . .	146
AA-176.	Engineering . . . . .	150
AS-195.	Fire Science . . . . .	147
AA-184.	Industrial Arts . . . . .	151
AS-179.	Land Surveying Tech. . . . .	148
CT-187.	Surveyor's Aid . . . . .	149

**(10) PHYSICAL EDUCATION & RECREATION DEPARTMENT**

AA-227.	Physical Education . . . . .	191
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## **Departments and Majors**

### **(II) MATHEMATICS DEPARTMENT**

AA-251.	Mathematician . . . . .	172
AA-253.	Mathematics Teacher . . . . .	173

### **(12) MUSIC DEPARTMENT**

AS-278.	Music . . . . .	178
AA-276.	Music, Music Education . . . . .	177
AS-279.	Popular Music and Jazz . . . . .	178
CT-280.	Popular Music and Jazz . . . . .	179

### **(13) NURSING DEPARTMENT**

AS-301.	Nursing . . . . .	186
AA-302.	Pre-Nursing . . . . .	188

### **(14) SOCIAL SCIENCE DEPARTMENT**

AA-324	Anthropology . . . . .	230
AA-344.	Early Childhood Education . . . . .	225
AS-342.	Early Childhood Education . . . . .	226
CT-343.	Early Childhood Education . . . . .	226
AA-329.	Education, Elementary Level . . . . .	226
AA-336.	Geography . . . . .	230
AA-335.	Government & Foreign Service . . . . .	230
AA-327.	History . . . . .	230
AA-339.	Political Science . . . . .	230
AA-332.	Pre-Law . . . . .	228
AA-334.	Pre-Ministry & Philosophy . . . . .	229
AA-331.	Psychology . . . . .	231
AA-326.	Social Science . . . . .	230
AA-328.	Social Science Teacher . . . . .	230
AA-325	Sociology . . . . .	230
AA-330.	Welfare Worker . . . . .	230

### **(15) LIBRARY**

AA-352.	Librarian . . . . .	171
AS-351.	Library Technology . . . . .	170

### **(16) STUDENT PERSONNEL DEPT.**

AA-376.	Major Field Undecided
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### **(17) EVENING CLASSES**

381.	Non-Credit Vocational
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### **(18) PHYSICS & PHYSICAL SCIENCE SECTION**

AA-402.	Astronomy . . . . .	221
AA-403.	Geology . . . . .	221
AA-404.	Meteorology . . . . .	221
AA-405.	Physical Sciences . . . . .	221
AA-401.	Physics . . . . .	221

**(19) LAW ENFORCEMENT DEPT.**

CT-600.	Basic Standard Police Recruit . . . . .	(See Department Chairperson)
CT-601.	Basic Standard Corrections Officer . . . . .	(See Department Chairperson)
AS-426	Corrections . . . . .	164
CT-427.	Corrections Certificate Program . . . . .	165
AS-425.	Law Enforcement . . . . .	162
CT-428.	Law Enforcement Cert. Program . . . . .	163
AS-429.	Security & Loss Prevention . . . . .	166
CT-430.	Security & Loss Prevention . . . . .	166

**(21) RELATED HEALTH DEPARTMENT**

AA-226.	Health Education . . . . .	195
AS-030.	Medical Assistant . . . . .	196
AS-032.	Medical Lab Technology . . . . .	198
AA-036.	Medical Technology . . . . .	197
AS-340.	Mental Health Technology . . . . .	199
AA-237.	Occupational Therapy . . . . .	200
AS-240.	Occupational Therapy Asst. . . . .	201
AA-228.	Physical Therapy . . . . .	202
AS-303.	Radiological Technology . . . . .	203

NOTE: Evening students majoring in any of the fields listed will have Major Code combined with Evening Department Code 17.

## **University Parallel (Associate in Arts)**

**MAJOR**

Accounting . . . . .	98
Advertising Design . . . . .	85
Anthropology . . . . .	230
Architecture . . . . .	86
Art Education . . . . .	87
Art History . . . . .	88
Astronomy . . . . .	221
Bacteriology . . . . .	209
Biology Teacher . . . . .	209
Building Construction . . . . .	150
Business Administration . . . . .	98
Business Teacher . . . . .	99
Chemistry . . . . .	216
Chemistry Teacher . . . . .	216
Clothing and Textiles . . . . .	101
Computer Science, Business Option . . . . .	130
Computer Science, Systems Engineering and Scientific Option . . . . .	130
Conservation . . . . .	209
Creative Writing . . . . .	120
Dietary Technology . . . . .	103

## **University Parallel**

Early Childhood Education .....	225
Economics .....	98
Education (Elementary Level) .....	226
Education (Secondary Level) .....	230
Engineering .....	150
English .....	120
English Teacher .....	120
Fine Arts .....	88
Foreign Languages .....	120
Foreign Language Teacher .....	120
General Biology .....	209
Geography .....	230
Geology .....	221
Government and Foreign Service .....	230
Health Education .....	195
History .....	230
Home Economics Teacher .....	101
Industrial Arts .....	151
Insurance .....	98
Interior Design .....	90
International Trade .....	98
Journalism .....	121
Liberal Arts .....	120
Librarian .....	171
Management .....	98
Marine Biology .....	209
Mathematician .....	172
Mathematics Teacher .....	173
Medical Technology .....	197
Meteorology .....	221
Music .....	177
Music Education .....	177
Occupational Therapy .....	200
Philosophy .....	191
Photography .....	92
Physical Education .....	229
Physical Sciences .....	221
Physical Therapy .....	202
Physics .....	221
Plant Sciences (Agriculture) .....	211
Political Science .....	230
Pre-Dental .....	217
Pre-Law .....	228
Pre-Medical .....	217
Pre-Ministry .....	229
Pre-Nursing .....	188
Pre-Optometry .....	219
Pre-Pharmacy .....	217
Pre-Podiatry .....	218
Pre-Veterinary .....	217
Psychology .....	231
Public Relations .....	121
Real Estate .....	98
Retailing .....	98
Science Education .....	209
Social Science .....	230
Social Science Teacher .....	230

## **Specialized, Business, Technical, Professional Program**

Sociology . . . . .	230
Speech-Drama . . . . .	121
Speech Pathology and Audiology . . . . .	122
Welfare Worker . . . . .	230
Zoology . . . . .	209

## **Specialized, Business, Technical, Professional Program (Associate in Science)**

### **MAJOR**

Aerospace Technology . . . . .	141
Air Conditioning and Refrigeration Technology . . . . .	140
Building Construction Management . . . . .	142
Building Officials and Inspectors Program . . . . .	143
Banking . . . . .	98
Clerical Practice . . . . .	100
Commercial and Graphic Arts — Tech. . . . .	85
Computer Technology . . . . .	129
Corrections . . . . .	164
Dental Hygiene . . . . .	134
Dental Laboratory Technology . . . . .	135
Drafting and Design Technology . . . . .	144
Early Childhood Education . . . . .	226
Electrical Distribution Technology . . . . .	145
Electronics Technology . . . . .	146
Executive Secretary . . . . .	100
Fashion . . . . .	102
Fashion Merchandising . . . . .	105
Fire Science Technology . . . . .	147
Food Service Management and Dietary Technology . . . . .	103
General Business . . . . .	104
General Home Economics . . . . .	104
Hotel Management . . . . .	105
Interior Design — Tech. . . . .	90
Land Surveying . . . . .	148
Law Enforcement . . . . .	162
Legal Secretary . . . . .	100
Library Technology . . . . .	170
Medical Assistant . . . . .	196
Medical Illustration . . . . .	91
Medical Laboratory Technology . . . . .	198
Medical Secretary . . . . .	100
Mental Health Technology . . . . .	199
Music . . . . .	178
Nursing . . . . .	186
Occupational Therapy Assistant . . . . .	201
Popular Music and Jazz . . . . .	178
Radiological Technology . . . . .	203
Sales and Marketing . . . . .	105
Security and Loss Prevention . . . . .	166
Surveying . . . . .	148
Water and Wastewater Technology . . . . .	211



*All 14 High Schools in the county sent juniors and seniors to the annual College and Career Day, December 1, at PBJC. They met representatives of 50 colleges, a number of businesses, and the Armed Forces, as well as personnel from PBJC.*





## *Departments, Programs and Courses*

HOW TO USE THIS SECTION . . . . .	84
ART . . . . .	85
BUSINESS . . . . .	97
COMMUNICATIONS . . . . .	120
DATA PROCESSING . . . . .	129
DENTAL HEALTH . . . . .	134
ENGINEERING TECHNOLOGY . . . . .	140
LAW ENFORCEMENT, CORRECTIONS, SECURITY AND LOSS PREVENTION . . . . .	162
LIBRARY . . . . .	170
MATHEMATICS . . . . .	172
MUSIC . . . . .	177
NURSING . . . . .	186
PHYSICAL EDUCATION AND RECREATION . . . . .	191
RELATED HEALTH PROGRAMS . . . . .	195
SCIENCE . . . . .	209
SOCIAL SCIENCE . . . . .	224

## **How to Use This Section**

If you have read the preceding section, and have chosen, or are in the process of choosing, your area of major interest, you will want to examine the program suggested by your department for the major. You will want to read a description of the course in your program, and choose the electives to meet your own educational objectives. Follow these simple steps:

**1. Turn to your department.**

Suppose your interest is in Art and you want to examine the program in Commercial and Graphic Arts-Tech. Turn to the Art Department. It is the first program in this section.

**2. Note the names of your advisors.**

One of the persons listed by the last name following the word "Faculty" will serve as your faculty advisor. If you wish to know a bit more about these advisors you will find a more complete list of faculty in the first section of the Bulletin.

**3. Check your major.**

The list of majors is meant as a quick reference. Since Commercial and Graphic Arts-Tech. is one of the majors in the Art Department, you know you are in the right section of the Bulletin.

**4. Find your program.**

Note that Commercial and Graphic Arts-Tech. has an (A.S.) following the title. This means it is an Associate in Science program, and if you do not remember what this means, go back and read the information under that title in the preceding section.

**5. Examine the program and look up your courses.**

Note that under Course Prefixes at the beginning of the Art Department listing, you find ARC, ARH, ARV, and IND. Courses with these prefixes are taught by the Art Department, and the description of these courses follows after the Art Department programs.

But since ENC 1103 and 1136, Freshman Communications, are not taught by Art Department teachers, but by the Communications Department, you will find ENC courses described in the Communications Department section of the Bulletin.

**6. Learn your course numbering system.**

There are two course numbers for each course in the catalog this year. The first is the number assigned by the Common Course Numbering System. All public community colleges and universities in Florida will use this same number. The second number, in parenthesis, is the number assigned by PBJC in prior years. If a Common Course Number is missing, it is because that number had not been received at PBJC when the catalog went to press.

# Art

**FACULTY:** Miles (Chairperson), Arant, Archer, Correll, Gray, Hale, Houser, Slatery, R. Smith

**MAJORS:** Advertising Design, Architecture, Art Education, Art History, Commercial and Graphic Arts, Fine Arts, Interior Design, Photography, Medical Illustration

**COURSE PREFIXES:** ARC, ARH, ART, ARV, IND (AT)

**PROGRAMS:**

**COMMERCIAL AND GRAPHIC ARTS – TECH (A.S. 01-010)**

**GRAPHIC ARTS (A.A. 01-009)**

**ADVERTISING DESIGN (A.A. 01-002)**

The Graphic Arts programs listed above are designed to prepare persons for careers in the Advertising and Printing industries as cameramen, layout artists, advertising designers, and graphic technicians. All students will enroll in Commercial and Graphic Arts (01-010) and follow the Freshman Year Curriculum listed below. At the beginning of the sophomore year, each student will establish his major according to his individual interests and aptitudes.

**FRESHMAN YEAR**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>	
		<b>Fall</b>	<b>Winter</b>
ART 1201C (AT 101) . . .	Design I . . . . .	3	
ART 1230C (AT 102) . . .	Advertising Design I . . . . .		3
ARV 1100C (AT 108) . . .	Photography I . . . . .		2
ARV 1232C (AT 120) . . .	Graphic Arts Industries . . . . .	3	
ARV 1208C (AT 121) . . .	Graphic Arts I . . . . .		3
SES 1100C (BE 105) . . .	Beginning Typewriting . . . . .		2
ETD 1110C (DG 100) . . .	Introduction to Technical Drawing . . . . .	2	
ENC 1103 (EH 101) . . .	Freshman Communications . . . . .	3	
ENC 1136 (EH 102) . . .	Freshman Communications . . . . .		3
HES 1000 (HH 101)* . . .	Perspectives on Healthful Living . . . . .	2	
MGF 1113 (MS 106) . . .	General Education Math I . . . . .	3	
	(PE) . . . . . Physical Education . . . . .	1	1
SOC 1200 (SS 101) . . .	Social Institutions . . . . .		3
		17	17

The Graphic Arts student who wants to earn the Commercial and Graphic Arts A.S. degree and enter the advertising or printing industry upon graduation should take the following courses.

**SOPHOMORE YEAR**

ARH 1000 (AT 110) . . .	Art Appreciation . . . . .	3
ARV 1200C (AT 117) . . .	Typography . . . . .	3
ARV 1202C (AT 118) . . .	Production Graphics . . . . .	3
ARV 1211C (AT 125) . . .	Graphic Arts II . . . . .	3
ARV 2212C (AT 220) . . .	Graphic Arts III . . . . .	3
ARV 2206C (AT 221) . . .	Screen Printing . . . . .	3
POS 1001 (SS 102)** . . .	Political Institutions . . . . .	3
	Electives . . . . .	3
		4
		13

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

## **Art**

The Graphic Arts student who wants to earn the A.A. degree and continue his graphic arts technical and graphic arts management education at a university or institute of technology should change his major to GRAPHIC ARTS (A.A. 01-009) and take the following courses:

### **SOPHOMORE YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000 (AT 110)	Art Appreciation . . . . .		3
ARV 1202C (AT 118)	Production Graphics . . . . .	3	
ARV 1211C (AT 125)	Graphic Arts II . . . . .	3	
ARV 2212C (AT 220)	Graphic Arts III . . . . .		3
MAN 2345 (BA 271)	Human Relations in Business . . . . .		3
	(EH) . . . . . Literature . . . . .		3
	Science . . . . .	4	
POS 1001 (SS 102)*	Political Institutions . . . . .	3	
		<hr/> 13	<hr/> 15

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted for POS 1001 (SS 102).

The Advertising Design student who wants to earn the A.A. degree and continue his advertising design education at a university or art institute should change his major to ADVERTISING DESIGN (A.A. 01-002) and take the following courses:

### **SOPHOMORE YEAR**

			SEMESTER
			HOURS CREDIT
			Fall
ARV 1200C (AT 117)	Typography . . . . .		3
ART 2231C (AT 201)	Advertising Design II . . . . .	3	
ART 2232C (AT 202)	Advertising Design III . . . . .		3
ARH 2050 (AT 215)	History of Art I . . . . .	3	
ARH 2051 (AT 216)	History of Art II . . . . .		3
	(EH) . . . . . Literature . . . . .		3
	General Education Electives . . . . .	3	
POS 1001 (SS 102)*	Political Institutions . . . . .	3	
	Science . . . . .	3	4
		<hr/> 15	<hr/> 16

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

## **ARCHITECTURE (A.A. 01-003)**

This program is designed for the student who wishes to enter a professional school of architecture at a university after two years at the junior college. During the winter term of his freshman year, the architecture student should contact the university of his choice for additional counseling.

### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1305C (AT 100)	Freehand Perspective Drawing . . . . .	2	
ARC 1120C (AT 119)	Architectural Drawing . . . . .		3
BSC 1012 (BY 100)	Principles of Biology . . . . .	3	
BSC 1012L (BY 105)	Principles of Biology Laboratory . . . . .	1	
ENC 1103 (EH 101)	Freshman Communications . . . . .	3	
ENC 1136 (EH 102)	Freshman Communications . . . . .		3
MAC 1104 (MS 111)	College Algebra . . . . .	3	
MAC 1144 (MS 121)	Trigonometry & Analytic Geometry . . . . .		3
	(PE) . . . . . Physical Education . . . . .	1	
SOC 1200 (SS 101)	Social Institutions . . . . .	3	
POS 1001 (SS 102)*	Political Institutions . . . . .		3
	Elective . . . . .		3
		<hr/> 16	<hr/> 15

## SOPHOMORE YEAR

ARH 2050	(AT 215) . . . History of Art I . . . . .	3	
ARH 2051	(AT 216) . . . History of Art II . . . . .		3
(EH) . . . . .	Literature . . . . .	3	
HES 1000	(HH 101)** Perspectives on Healthful Living . . . . .	2	
MAC 2411	(MS 204) . . . Calculus I . . . . .	4	
(PE) . . . . .	Physical Education . . . . .		1
PHY 2020	(PH 201) . . . General Physics I . . . . .	4	
PHY 2021	(PH 202) . . . General Physics II . . . . .		4
	Electives . . . . .		7
		16	15

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

## ART EDUCATION (A.A. 01-001)

This program is designed for the student who plans to major in Art Education at a university and become certified to teach art at the high school level.

## FRESHMAN YEAR

	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201C	(AT 101) . . . Design I . . . . .	3	
ART 1300C	(AT 103) . . . Drawing I . . . . .	3	
ART 1301C	(AT 104) . . . Drawing II . . . . .		3
ART 1110C	(AT 105) . . . Ceramics I . . . . .		3
ART 1202C	(AT 111) . . . Design II . . . . .		3
ENC 1103	(EH 101) . . . Freshman Communications . . . . .	3	
ENC 1136	(EH 102) . . . Freshman Communications . . . . .		3
MGF 1113	(MS 106) . . . General Education Math I . . . . .	3	
SOC 1200	(SS 101) . . . Social Institutions . . . . .	3	
(PE) . . . . .	Physical Education . . . . .	1	1
POS 1001	(SS 102)* . . . Political Institutions . . . . .		3
		16	16

## SOPHOMORE YEAR

ART 1230C	(AT 102) . . . Advertising Design I . . . . .	3	
ART 1203C	(AT 113) . . . Design III . . . . .		3
or			
ART 2320C	(AT 206) . . . Drawing IV . . . . .		(3)
ART 2510C	(AT 203) . . . Painting Composition I . . . . .	3	
ART 2302C	(AT 204) . . . Drawing III . . . . .		3
ARH 2050	(AT 215) . . . History of Art I . . . . .	3	
ARH 2051	(AT 216) . . . History of Art II . . . . .		3
(EH) . . . . .	Literature . . . . .	3	
HES 1000	(HH 101)** Perspectives on Healthful Living . . . . .	2	
	Natural Science . . . . .	3	4
	General Education Electives . . . . .	3	
		17	16

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

**Art****ART HISTORY (A.A. 01-008)**

This program is designed for the student who wishes to transfer to a university as an Art History major with a view toward teaching and performing scholarly research.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201C (AT 101) . . .	Design I . . . . .	3	
ART 1300C (AT 103) . . .	Drawing I . . . . .		3
ENC 1103 (EH 101) . . .	Freshman Communications . . . . .	3	
ENC 1136 (EH 102) . . .	Freshman Communications . . . . .		3
FRE 1100 (FH 101) . . .	Elementary French . . . . .	3	
FRE 1101 (FH 102) . . .	Elementary French . . . . .		3
MGF 1113 (MS 106) . . .	General Education Math I . . . . .	3	
	(PE) . . . . .	1	1
SOC 1200 (SS 101) . . .	Social Institutions . . . . .	3	
POS 1001 (SS 102)* . .	Political Institutions . . . . .		3
	Elective . . . . .		3
		<hr/> 16	<hr/> 16

**SOPHOMORE YEAR**

ART 2510 (AT 203) . . .	Painting Composition I . . . . .		3
ARH 2050 (AT 215) . . .	History of Art I . . . . .	3	
ARH 2051 (AT 216) . . .	History of Art II . . . . .		3
LIT 2215 (EH 203) . . .	World Literature to 1600 . . . . .	3	
HES 1000 (HH 101)** . . .	Perspectives on Healthful Living . . . . .	2	
WOH 1012 (HY 101) . . .	Ancient & Medieval Civilizations . . . . .		3
REL 1210 (RN 101) . . .	The Old Testament . . . . .	3	
REL 1243 (RN 102) . . .	The New Testament . . . . .		3
	Science . . . . .	3	4
		<hr/> 14	<hr/> 16

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

**FINE ARTS (A.A. 01-006)**

This program is designed to prepare students for advanced work at a university or art institute as painters, sculptors, or printmakers.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201C (AT 101) . . .	Design I . . . . .	3	
ART 1300C (AT 103) . . .	Drawing I . . . . .	3	
ART 1301C (AT 104) . . .	Drawing II . . . . .		3
ART 1202C (AT 111) . . .	Design II . . . . .		3
ENC 1103 (EH 101) . . .	Freshman Communications . . . . .	3	
ENC 1136 (EH 102) . . .	Freshman Communications . . . . .		3
MGF 1113 (MS 106) . . .	General Education Math I . . . . .	3	
	(PE) . . . . .	1	1
SOC 1200 (SS 101) . . .	Social Institutions . . . . .	3	
POS 1001 (SS 102)* . .	Political Institutions . . . . .		3
	Elective . . . . .		3
		<hr/> 16	<hr/> 16

**SOPHOMORE YEAR**

ART 2510C	(AT 203) . . .	Painting Composition I . . . . .	3	
ART 2302C	(AT 204) . . .	Drawing III . . . . .	3	
ART 2520C	(AT 205) . . .	Painting Composition II . . . . .		3
ART 1203C	(AT 113) . . .	Design III . . . . .		3
or				
ART 2320C	(AT 206) . . .	Drawing IV . . . . .	(3)	
ARH 2050	(AT 215) . . .	History of Art I . . . . .	3	
ARH 2051	(AT 216) . . .	History of Art II . . . . .		3
ENL 2015	(EH 201) . . .	English Literature to 1660 . . . . .	3	
HES 1000	(HH 101)**	Perspectives on Healthful Living . . . . .	2	
		Science . . . . .	3	4
		General Education Elective . . . . .		3
			17	16

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

**INTERIOR DESIGN (A.A. 01-005)**

This program is designed to prepare the potential Interior Designer for advanced work at a university leading to a bachelor's degree in Interior Design.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1305C	(AT 100) . . .	Freehand Perspective Drawing . . . . .	2
ART 1201C	(AT 101) . . .	Design I . . . . .	3
ART 1300C	(AT 103) . . .	Drawing I . . . . .	
ART 1202C	(AT 111) . . .	Design II . . . . .	3
IND 1012	(AT 135) . . .	Basic Interior Design . . . . .	3
ENC 1103	(EH 101) . . .	Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . .	Freshman Communications . . . . .	3
IGF 1113	(MS 106) . . .	General Education Math I . . . . .	3
(PE) . . . . .	Physical Education . . . . .	1	1
SOC 1200	(SS 101) . . .	Social Institutions . . . . .	3
OS 1001	(SS 102)* . . .	Political Institutions . . . . .	
		General Education Elective . . . . .	2
			17
			16

**SOPHOMORE YEAR**

ART 1110C	(AT 105) . . .	Ceramics I . . . . .	2	
ART 1100C	(AT 112) . . .	Arts and Crafts I . . . . .		3
ART 2510C	(AT 203) . . .	Painting Composition I . . . . .	3	
IND 2010	(AT 201) . . .	Practical Applications in Interior Design . . . . .	3	
RH 2050	(AT 215) . . .	History of Art I . . . . .		3
RH 2051	(AT 216) . . .	History of Art II . . . . .		3
(EH) . . . . .	Literature . . . . .		3	
ES 1000	(HH 101)**	Perspectives on Healthful Living . . . . .		2
		Science . . . . .	3	4
		General Education Elective . . . . .		3
			17	15

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

# **Art**

## **INTERIOR DESIGN – TECH (A.S. 01-012)**

This program is designed to provide sufficient training in Interior Design that the graduate of the two-year program at the junior college will have the necessary skills to gain employment in the Interior Design field.

### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1305C (AT 100) . . .	Freehand Perspective Drawing . . . . .	2	
ART 1201C (AT 101) . . .	Design I . . . . .	3	
ARV 1100C (AT 108) . . .	Photography I . . . . .		2
ARH 1000 (AT 110) . . .	Art Appreciation . . . . .	3	
ART 1202C (AT 111) . . .	Design II . . . . .		3
ART 1300C (AT 103) . . .	Drawing I . . . . .		3
IND 1012 (AT 135) . . .	Basic Interior Design . . . . .		3
ENC 1103 (EH 101) . . .	Freshman Communications . . . . .	3	
ENC 1136 (EH 102) . . .	Freshman Communications . . . . .		3
SOC 1200 (SS 101) . . .	Social Institutions . . . . .	3	
POS 1001 (SS 102)* . . .	Political Institutions . . . . .		3
	Elective . . . . .	1	
		<u>15</u>	<u>17</u>



**SOPHOMORE YEAR**

ART 1100C	(AT 112)	Arts and Crafts I	3
ART 1100C	(AT 105)	Ceramics I	2
ART 1203C	(AT 113)	Design III	3
IND 1013	(AT 136)	History of Furniture	3
IND 2010	(AT 210)	Practical Application in Interior Design	3
ART 2130	(AT 211)	Fabric Design and Weaving	3
IND 2011	(AT 212)	Business Procedures for Interior Designers	3
MAR 2101	(BA 214)	Salesmanship	3
HES 1000	(HH 101)**	Perspectives on Healthful Living	2
	(PE)	Physical Education	1
		Electives	3
			14
			16

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

**MEDICAL ILLUSTRATION (A.S. 01-007)**

This program is designed to prepare potential medical illustrators for advanced work at a university or medical college.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1210C	(AT 101)	Design I	3
ART 1300C	(AT 103)	Drawing I	3
ART 1301C	(AT 104)	Drawing II	3
ART 1202C	(AT 111)	Design II	3
BSC 1012	(BY 100)	Principles of Biology	3
BSC 1012L	(BY 105)	Principles of Biology Laboratory	1
ZOO 1010	(BY 102)	General Zoology	3
ZOO 1010L	(BY 104)	General Zoology Laboratory	1
ENC 1103	(EH 101)	Freshman Communications	3
ENC 1136	(EH 102)	Freshman Communications	3
HES 1000	(HH 101)*	Perspectives on Healthful Living	2
	(PE)	Physical Education	1
SOC 1200	(SS 101)	Social Institutions	3
			16
			17

**SOPHOMORE YEAR**

ARV 1100C	(AT 108)	Photography I	2
ART 2510C	(AT 203)	Painting Composition I	3
ART 2520C	(AT 205)	Painting Composition II	3
ART 2302C	(AT 204)	Drawing III	3
ARH 2050	(AT 215)	History of Art I	3
or			
ARH 2051	(AT 216)	History of Art II	(3)
APB 1190C	(BY 151)	Anatomy and Physiology I	3
APB 1191C	(BY 152)	Anatomy and Physiology II	3
ZOO 2713C	(BY 201)	Comparative Vertebrate Anatomy I	3
ZOO 2715C	(BY 202)	Comparative Vertebrate Anatomy II	3
	(EH)	Literature	3
MGF 1113	(MS 106)	General Education Math I	3
POS 1001	(SS 102)	Political Institutions	3
			18
			17

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

# Art

## PHOTOGRAPHY (A.A. 01-004)

This program is designed to provide students with necessary skills and knowledge to enter the photographic industry after two years of training, or continue their education at a university. Students may earn a nondegree technical certificate in photography by completing ARV 1100C (AT 108), ARV 1101C (AT 109), ARV 2222C (AT 207), ARV 2206C (AT 221), and ARV 1211C (AT 125). Students who want an A.S. degree and do not plan to transfer to a university may substitute other courses for the Math, Literature and Science requirements.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201C (AT 101) . . .	Design I . . . . .		3
ART 1300C (AT 103) . . .	Drawing I . . . . .	3	
ARV 1100C (AT 108) . . .	Photography I . . . . .	2	
ENC 1103 (EH 101) . . .	Freshman Communications . . . . .	3	
ENC 1136 (EH 102) . . .	Freshman Communications . . . . .		3
ARV 1101C (AT 109) . . .	Photography II . . . . .	3	
MGF 1113 (MS 106) . . .	General Education Math I . . . . .		3
	(PE) . . . . .	1	1
SOC 1200 (SS 101) . . .	Social Institutions . . . . .	3	
POS 1001 (SS 102)* . . .	Political Institutions . . . . .		3
	General Education Electives . . . . .	4	
		16	16

### SOPHOMORE YEAR

HES 1000 (HH 101)** . . .	Perspectives on Healthful Living . . . . .		2
ARV 1202C (AT 118) . . .	Production Graphics . . . . .	3	
ARV 2222C (AT 207) . . .	Dye Transfer Photography . . . . .		3
ARH 2050 (AT 215) . . .	History of Art I . . . . .	3	
ARH 2051 (AT 216) . . .	History of Art II . . . . .		3
ARV 2206C (AT 221) . . .	Photo-screen Printing . . . . .	3	
	(EH) . . . . .		3
ARV 1211C (AT 125) . . .	Graphic Arts II . . . . .	3	
	Science . . . . .	3	4
	General Education Elective . . . . .		3
		15	18

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.



## COURSE DESCRIPTIONS

All students majoring in Art should compile a portfolio which will contain examples of their best work from each art course. Determination of best works should be made while enrolled in a course and in consultation with the instructor. Students are usually required to submit portfolios of their work when seeking admission to a university or employment in a studio or agency.

### Architecture

#### **ARC 1120C (AT 119) ARCHITECTURAL DRAWING**

[Prerequisite: ART 1305C (AT 100)] A beginning course in instrumental drawing with emphasis on development of techniques necessary to present clear and precise solutions to basic architectural problems. Orthographic projection, perspective and architectural shades and shadows are covered. 1-4-3\*

### Art History

#### **ARH 1000 (AT 110) ART APPRECIATION**

This course presents a broad view into important works of the visual arts from the past and present. The course is designed to provide the student with an intelligent insight into works of art and meet the needs of the General Education program in the Humanities. 3-0-3\*

#### **ARH 0001 (AT 010) ART SEMINAR**

The purpose of this course is to provide a discussion group for students who wish to learn more about the nature of art and aesthetics, the training of artists, and careers in art. 1-0-0\*

#### **ARH 1955 (AT 115) HISTORY AND APPRECIATION OF ART I (FOREIGN STUDY)**

A survey of the galleries and historic sites of foreign countries. It will consist of a planned tour with a series of lectures before departure. Three hours credit.

#### **ARH 1956 (AT 116) HISTORY AND APPRECIATION OF ART II (FOREIGN STUDY)**

Same as ARH 1955 (AT 115) with the exception that students will be required to keep a photographic record of the work studied and a comprehensive notebook as prescribed by a course syllabus. Three hours credit.

#### **ARH 2050 (AT 215) HISTORY OF ART I**

Critical analysis of major works of art from prehistoric world to the Gothic cathedral. Encompassing painting, sculpture and architecture, the course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\*

#### **ARH 2051 (AT 216) HISTORY OF ART II**

Critical analysis of major works of art from the Renaissance through Modernity. Encompassing painting, sculpture and architectural works. The course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\*

### Art

#### **ART 1100C (AT 112) ARTS AND CRAFTS I**

A survey of the field of Arts and Crafts as it pertains to recreational leadership, mental health programs, occupational therapy, and education students. Students will learn the use of power and hand tools and will create projects in clay, wood, paper, fibers, and metal. 2-2-3\*

#### **ART 1101C (AT 114) ARTS AND CRAFTS II**

The purpose of this course is to give students in-depth training in a limited number of materials and techniques for crafts, according to the students' individual needs. 2-2-3\*

\*Lecture-Lab-Credit Hours

## **Art**

### **ART 1110C (AT 105) CERAMICS I**

This course introduces the basic methods of ceramic production in hand building and wheel throwing. Techniques of glazing will be introduced. 1-3-2\*

### **ART 1111C (AT 106) CERAMICS II**

[Prerequisite: ART 1110C (AT 105)] A continuation of the ceramics unit introduced in ART 1110C (AT 105). Kiln stacking and firing are required and glaze formulation is continued on an individual basis. 1-3-2\*

### **ART 1155C (AT 107) ENAMELING AND JEWELRY**

This course presents to the beginning craftsman the most practical and contemporary methods of making hand-made jewelry. The historical approaches to designing will be presented as well as technical skills in handling metal and gem stones. (Basic techniques covered will include soldering, annealing, pickling, filing, drilling, bezeling, polishing and buffing, inlay, enameling and casting.) 1-3-2\*

### **ART 1201C (AT 101) DESIGN I**

The visual principles and elements are explored, primarily in two dimensional relationships. This is a basic course in design where the student develops a familiarity with the elements and principles of design and a technical skill in handling the tools of art. 1-4-3\*

### **ART 1202C (AT 111) DESIGN II**

[Prerequisite: ART 1201C (AT 101)] Further exploration of the visual principles and elements with emphasis on color theory and on the use of color in design. Light will be considered. 1-4-3\*

### **ART 1203C (AT 113) DESIGN III**

[Prerequisite: ART 1201C (AT 101)] Further exploration of the visual principles and elements with emphasis on the third dimension. A wide variety of appropriate materials will be used. 1-4-3\*

### **ART 1230C (AT 102) ADVERTISING DESIGN I**

[Prerequisite: ART 1201C (AT 101)] Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures is stressed. This course fulfills the requirement for teachers accreditation in lettering. 1-4-3\*

### **ART 1300C (AT 103) DRAWING I**

A basic course in drawing with emphasis on composition and two-dimensional illusion of space and form. Still life is the primary subject matter and students work in various media. 1-4-3\*

### **ART 1301C (AT 104) DRAWING II**

[Prerequisite: ART 1300C (AT 103)] A continuation of ART 1300C (AT 103), using the figure as subject matter. 1-4-3\*

### **ART 1305C (AT 100) FREEHAND PERSPECTIVE DRAWING**

This course emphasizes the development of skills necessary for effective freehand, visual communication in the fields of architecture, interior design, drafting, and related engineering areas. Perspective, scale, proportion, shades and shadows, interior and exterior rendering, and geometric forms related to mechanical design concepts will be covered. 1-3-2\*

### **ART 2130C (AT 211) FABRIC DESIGN AND WEAVING**

A course in designing and producing fabrics and wall coverings in wood-blocks, batik, offset and screenprinting. Students will produce designs for fabrics and rugs from hand looms. A survey of the history of fabrics and fibers is included in the course. 1-4-3\*

### **ART 2231C (AT 201) ADVERTISING DESIGN II**

[Prerequisite: ART 1230C (AT 102)] Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1-4-3\*

\*Lecture-Lab-Credit Hours

**ART 2232C (AT 202) ADVERTISING DESIGN III**

[Prerequisite: ART 2231C (AT 201)] Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 1-4-3\*

**ART 2302C (AT 204) DRAWING III**

[Prerequisite: ART 1301C (AT 104)] An intermediate drawing course with emphasis on the student's creative expression and development of personal concepts. 1-4-3\*

**ART 2320C (AT 206) DRAWING IV**

[Co- or prerequisite: ART 2302C (AT 204)] An intermediate drawing course with emphasis on drawing for printmaking. Etching and other printmaking processes are used. 1-4-3\*

**ART 2510C (AT 203) PAINTING COMPOSITION I**

[Prerequisite: ART 1201C (AT 101) and ART 1300C (AT 103)] This course explores the fundamental techniques of painting in water color, acrylic and/or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 2-2-3\*

**ART 2520C (AT 205) PAINTING COMPOSITION II**

[Prerequisite: ART 2510C (AT 203)] This is a continuation of ART 2510C (AT 203). The major concern is the exploration of composition as a solution of individual problems of expression through the study of styles in the past and present. Oil and/or acrylic and water color are the major media. 2-2-3\*

**Arts, Vocational****ARV 1100C (AT 108) PHOTOGRAPHY I**

A basic course including the study of light lenses, types of cameras, photographic materials and darkroom procedures and the application of theory and technique to the making of photographs. Students will be required to furnish a camera, photographic film, and paper. 1-3-2\*

**ARV 1101C (AT 109) PHOTOGRAPHY II**

[Prerequisite: ARV 1100C (AT 108) or permission of instructor] A continuation of ARV 1100C (AT 108), this course will emphasize portrait, product, and experimental photography while continuing the photography major's personal approach to his work. 1-4-3\*

**ARV 1200C (AT 117) TYPOGRAPHY**

This course covers the historical development of printing types, mechanization of type-setting, phototypesetting, computerized typesetting, and photo lettering devices. Copy-fitting, type classification and recognition are included. 1-4-3\*

**ARV 1202C (AT 118) PRODUCTION GRAPHICS**

[Prerequisite: permission of instructor] This is a graphic arts course in which students gain professional knowledge and skills through the actual production of a printed publication or other printed matter. Students will be involved with the full spectrum of publication production graphics. Editorial management, design and layout, copy writing, photography, and technical graphic arts will be included, with concentration on the student's area of specialty. 1-4-3\*

**ARV 1208C (AT 121) GRAPHIC ARTS I**

An introduction to the printing processes: letterpress, offset, gravure, screen printing, xerography, and duplicating techniques. Students will study the historical aspects of the development of printing and learn the limitations of the processes and types of work most appropriate for each reproduction process. Laboratory exercises include line camerawork on the graphic arts process camera, basic stripping and contact printing techniques. 2-2-3\*

\*Lecture-Lab-Credit Hours

## **Art**

### **ARV 1211C (AT 125) GRAPHIC ARTS II**

[Prerequisite ARV 1208C (AT 121) or permission of instructor] This course covers process camera procedures used with continuous tone copy and the resultant halftone negative. Laboratory exercises include the preparation of negatives and positives for plate making. 1-4-3\*

### **ARV 1232C (AT 120) GRAPHIC ARTS INDUSTRIES**

An introductory course designed for the student who is considering a career in the graphic arts industry. Students will go on field trips to printing, publishing, and other graphic arts firms and will receive an orientation to graphic arts materials and processes by use of laboratory demonstrations. There will be a study of developments in technology, management, and scientific applications and their effects on the industry, 1-4-3\*

### **ARV 2206C (AT 221) SCREEN PRINTING**

An introductory course in the study of the theory and practice of screen printing. Students will gain skills in stencil cutting, frame construction, and photographic techniques in screen printing. There will be a study of some of the economic and commercial aspects of screen printing and also its place in the fine arts. 1-4-3\*

### **ARV 2207C (AT 222) INK AND COLOR**

An introductory course in the mixing and color matching of printing inks. Students will gain skills in manipulating inks to suit paper and press and learn basic requirements of ink for other particular applications. There will be a study of paper manufacturing, the selection of papers according to usage, and cost estimating. 1-4-3\*

### **ARV 2212C (AT 220) GRAPHIC ARTS III**

[Prerequisite ARV 1208C (AT 121) and ARV 1211C (AT 125) or permission of instructor] This course gives advanced training according to the individual educational needs and capabilities of each student. Personal growth and skill development in advertising design, typography, copy preparation, process camera work and stripping. 1-4-3\*

### **ARV 2222C (AT 207) DYE-TRANSFER PHOTOGRAPHY**

[Prerequisite ARV 1100C (AT 108)] An introductory course in the making of photographic color prints by transferring dyes from matrices to mordant coated paper. Students learn darkroom techniques of color filtering, density control and color balance. There will be a study of dye transfer as it relates to commercial photography and photography as a fine art. 1-4-3\*

## **Interior Design**

### **IND 1012 (AT 135) BASIC INTERIOR DESIGN**

A comprehensive survey course where the elements of art are studied as they apply to interiors. Client-designer relationships, interiors relating to the architecture and the surrounding community, knowledge of the fibers and fabric construction, study of period furniture and eclectic combinations are all part of the course. The student will render two and three dimensional projects. 3-0-3\*

### **IND 103 (AT 136) HISTORY OF PERIOD FURNITURE**

A course designed to provide knowledge of the development of furniture throughout history. It will enhance the ability to recognize and use eclectic combinations in the homes of today. This will include the study of fabrics, accessories and architectural details. Each student will assemble a comprehensive notebook combining renderings and photographs. 3-0-3\*

### **IND 2010 (AT 210) PRACTICAL APPLICATIONS IN INTERIOR DESIGN**

The purpose of this course is to develop in the student the ability to plan interiors functionally, from a blueprint to the final assembly of all furnishings. Included will be a study of the relationships between measuring and handling materials, and purchasing and cost estimation. This course gives advanced training to students in the field or planning an immediate entry into the profession. 3-0-3\*

### **IND 2011 (AT 212) BUSINESS PROCEDURES FOR INTERIOR DESIGNERS**

This covers business processes such as contracts, pricing, profits and invoicing as they relate to the interior design profession. The course will include a study of ethical practices in designer-client relationships, and students will visit interior design studios in the area. 3-0-3\*

\*Lecture-Lab-Credit Hours

# Business

**FACULTY:** N. Smith (Chairperson), Batson, Beedy, Davis, Franklin, Ledbetter, Lynn, McAliley, S. Smith, Steckler, Thomas

**HOME ECONOMICS:** Hall, Prentice

**HOTEL-FOOD SERVICE MANAGEMENT:** Ambrosio, Rive

**RETAILING, SALES AND MARKETING:** Haretos, Widdows

**MAJORS:** Accounting, Banking, Business Administration (Univ. Parallel), Business Teacher, Clerical Practice, Clothing and Textiles, Dietetics, Economics, Executive Secretary, Fashion, Food Service Management, General Business (Tech), General Home Economics, Home Economics Teacher, Hotel-Food Service, Hotel-Motel Management, Insurance, International Trade, Legal Secretary, Management, Medical Secretary, Purchasing Management, Real Estate, Retailing (Management and Merchandising), Retail Sales-Clerical (one year), Sales and Marketing, Stenographic (one year).

**COURSE PREFIXES:** ACC, BAN, BUL, COA, CTE, DIE, ECO, FIN, FSS, HFT, HUN, MAN, MAR, MKA, MTB, REE, RMI, SES. (BA, BE, HE, HR, IN, RE, RG)

**PROGRAMS:** All students planning to complete a four-year Baccalaureate Degree in some business specialty should follow the Business Administration (A.A.) curriculum. Electives in this curriculum may be selected in the student's specialty as approved by the student's counselor.



## **Business**

### **BUSINESS ADMINISTRATION (A.A. 03-052)**

This curriculum is to be followed by the student who plans to work for the baccalaureate degree in Accounting, Business Administration, Economics, Management, Real Estate, Insurance, International Trade, Retailing, Hotel-Food Service, and Sales and Marketing.

### **GENERAL EDUCATION AND GRADUATION REQUIREMENTS**

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
MAC 1104	(MS 111) . . College Algebra . . . . .	3
	Science . . . . .	7 - 8
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)* . . Political Institutions . . . . .	3
MAN 1700	(BA 100) . . Introduction to Business . . . . .	3
ACC 1001	(BA 101) . . Principles of Accounting I . . . . .	3
ACC 1021	(BA 102) . . Principles of Accounting II . . . . .	3
ECO 2013	(BA 204) . . Principles of Economics I . . . . .	3
ECO 2023	(BA 205)** Principles of Economics II . . . . .	3
COC 1300	(DP 102) . . Basic Computer Theory . . . . .	3
	(EH) . . . . Literature . . . . .	3
STA 2014	(MS 208) . . Statistics . . . . .	3
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
	(PE) . . . . Physical Education . . . . .	2
ARH 1000 or MUL 1011	(AT 110) . . Art Appreciation . . . . .	3
HES 1000	(MC 110) . . Music Appreciation . . . . .	(3)
	(HH 101)*** Perspectives on Healthful Living . . . . .	2
	General Education Electives . . . . .	6
		62-63

### **ELECTIVES**

Business Electives should be selected only after you have examined the catalog of the upper division college you plan to attend and have had these approved by your academic advisor.

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*ECO 2013 (BA 204) – ECO 2023 (BA 205) considered Social Science for General Education purposes.

\*\*\*HES 2121 (HH 230) may be substituted.

### **BANKING (A.S. 03-075)**

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
ACC 1001	(BA 101) . . Principles of Accounting I . . . . .	3
ACC 1021	(BA 102) . . Principles of Accounting II . . . . .	3
BAN 1303	(BA 120) . . Savings and Time Deposits . . . . .	3
BAN 1240	(BA 123) . . Installment Credit . . . . .	3
BUL 1100	(BA 126) . . Law and Banking . . . . .	3
FIN 1230	(BA 127) . . Money and Banking . . . . .	3
BAN 1110	(BA 130) . . Principles of Bank Operations . . . . .	3
ECO 2000	(BA 200) . . Introduction to Economics . . . . .	3
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3

**SOPHOMORE YEAR**

BAN 2200	(BA 222) . . . Credit Administration . . . . .	3
BAN 2230	(BA 225) . . . Bank Investments . . . . .	3
MAN 2342	(BA 234) . . . Supervision & Personnel Administration . . . . .	3
HES 1000	(HH 101)* . . Perspectives on Healthful Living . . . . .	2
POS 2041	(PL 201) . . American National Government . . . . .	3
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
	**Electives . . . . .	15
		<hr/> 32

\*HES 2121 (HH 230) may be substituted.

\*\*Approved electives: MAN 1701 (BA 124), BAN 2720 (BA 221), BAN 2150 (BA 232), BAN 2400 (BA 231), BAN 2120 (BA 229), SPC 1601 (SP 102), PSY 2012 (PY 201), ENC 1136 (EH 102).

As requirements are met as specified in the AIB catalog, certificates may be awarded to members of the American Institute of Banking. A "C" average is required for any Institute Certificate and graduation.

**BUSINESS EDUCATION TEACHER (A.A. 03-056)**

This curriculum is the planned sequence for the sophomore and freshman years for those students going on to the university to complete the requirements for the baccalaureate degree in business education.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
ACC 1001	(BA 101) . . Principles of Accounting I . . . . .	3
ACC 1021	(BA 102) . . Principles of Accounting II . . . . .	3
SES 1321C	(BE 100) . . Office Machines . . . . .	2
SES 1210C	(BE 103) . . Beginning Shorthand . . . . .	3
SES 1234C	(BE 104)* . . Dictation & Transcription . . . . .	3
SES 1100	(BE 105) . . Beginning Typewriting . . . . .	2
SES 1110C	(BE 106)* . . Intermediate Typewriting . . . . .	2
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
HES 1000	(HH 101)** Perspectives on Healthful Living . . . . .	2
	(PE) . . . . . Physical Education . . . . .	2
SES 1330	(BE 199) . . Business English . . . . .	3
		<hr/> 31

**SOPHOMORE YEAR**

ARH 1000	(AT 110) . . Art Appreciation . . . . .	3
or		
MUL 1011	(MC 110) . . Music Appreciation . . . . .(3)	3
BUL 2111	(BA 207) . . Business Law . . . . .	3
SES 2331	(BE 200) . . Business Communications . . . . .	3
	(EH) . . . . . Literature . . . . .	3
MGF 1113	(MS 106) . . General Education Math I . . . . .	3
	Science . . . . .	7
POS 1001	(SS 102)*** Political Institutions . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
	Electives . . . . .	3
		<hr/> 31

\*Students who qualify to go into SES 1234 (BE 104) and SES 1110 (BE 106) may substitute electives approved by the Business Counselor.

\*\*HES 2121 (HH 230) may be substituted.

\*\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

## **Business**

### **CLERICAL PRACTICE (A.S. 03-066)**

The purpose of this curriculum is to prepare the student for employment as clerk-typist.

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
MAN 1700	(BA 100) . . Introduction to Business . . . . .	3
MTB 1103	(BA 110) . . Business Mathematics . . . . .	3
SES 1100	(BE 105)* . . Beginning Typewriting . . . . .	2
SES 1110C	(BE 106) . . Intermediate Typewriting . . . . .	2
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
SES 1330	(BE 199) . . Business English . . . . .	3
	(PE) . . . . . Physical Education . . . . .	2
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)** . . Political Institutions . . . . .	3
	Electives . . . . .	8
		32

#### **SOPHOMORE YEAR**

ACC 1001	(BA 101) . . Principles of Accounting I . . . . .	3
SES 1321C	(BE 100 . . Office Machines . . . . .	2
SES 1341	(BE 101) . . Office Practice . . . . .	3
SES 2120C	(BE 205) . . Advanced Typewriting . . . . .	2
SES 2331	(BE 200) . . Business Communications . . . . .	3
HES 1000	(HH 101)*** Perspectives on Healthful Living . . . . .	2
	Electives . . . . .	15
		30

\*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from SES 1100 (BE 105).

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*\*HES 2121 (HH 230) may be substituted.

### **EXECUTIVE SECRETARY (EXECUTIVE, LEGAL, OR MEDICAL) (A.S. 03-058)**

The student is trained to do top-level secretarial work. Speed goals are set for 120 words a minute in dictation, 65 words a minute in typewriting, and 40 words a minute in transcribing. The complete program has as its goal an informed, knowledgeable and skilled secretary.

#### **FRESHMAN YEAR – FIRST SEMESTER**

COURSE	TITLE	SEMESTER HOURS CREDIT
SES 1321C	(BE 100) . . Office Machines . . . . .	2
SES 1210C	(BE 103) . . Beginning Shorthand . . . . .	3
or		
SES 1234C	(BE 104)* . . Dictation and Transcription . . . . .(3)	
SES 1100	(BE 105) . . Beginning Typewriting . . . . .	2
or		
SES 1110C	(BE 106)* . . Intermediate Typewriting . . . . . (2)	
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
HES 1000	(HH 101)** Perspectives on Healthful Living . . . . .	2
	(PE) . . . . . Physical Education . . . . .	1
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
		16

**FRESHMAN YEAR – SECOND SEMESTER**

MTB 1103	(BA 110) . . . Business Mathematics . . . . .	3
SES 1341	(BE 101) . . . Clerical Office Practice . . . . .	3
SES 1234C or	(BE 104) . . . Dictation & Transcription . . . . .	3
ES 2215C	(BE 201)*** Advanced Shorthand . . . . . (3)	
ES 1110C or	(BE 106) . . . Intermediate Typewriting . . . . .	2
ES 2120C	(BE 205) . . . Advanced Typewriting . . . . . (2)	
ES 1330	(BE 199) . . . Business English . . . . .	3
	(PE) . . . Physical Education . . . . .	1
		<hr/>
		15

\*Students who qualify for SES 1234C (BE 104) or SES 1110C (BE 106) may substitute an elective approved by Business Counselor.

\*\*HES 2121 (HH 230) may be substituted.

\*\*Legal and medical secretaries substitute SES 2248C (BE 203) for SES 2215C (BE 201).

**SOPHOMORE YEAR – FIRST SEMESTER**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
CC 1001	(BA 101) . . . Principles of Accounting I . . . . .	3	
UL 2111	(BA 207) . . . Business Law I . . . . .	3	
ES 1401	(BE 108) . . . Secretarial Office Procedures . . . . .	3	
ES 2331	(BE 200) . . . Business Communications . . . . .	3	
DS 1001	(SS 102)* . . . Political Institutions . . . . .	3	
		<hr/>	
		15	

**SOPHOMORE YEAR – SECOND SEMESTER**

CO 2000	(BA 200) . . . Introduction to Economics . . . . .	3
ES 2248C	(BE 203) . . . Special Dictation and Transcription . . . . .	3
PC 1600	(SP 101) . . . Fundamentals of Speech . . . . .	3
	Electives . . . . .	7
		<hr/>
		16

OS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**HOME ECONOMICS (A.A. 03-501)**

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional position in child development, aesthetics, home and family life, teaching, foods, nutrition, clothing textiles, fashion merchandising, fashion design, and in other related areas.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
HC 1103	(EH 101) . . . Freshman Communications . . . . .	3	
HC 1136	(EH 102) . . . Freshman Communications . . . . .	3	
JN 1201	(HE 101) . . . Elements of Nutrition . . . . .	3	
S 1210C	(HE 102) . . . Food for the Family . . . . .	3	
CE 1310C	(HE 106) . . . Elements of Clothing Construction . . . . .	3	
GF 1113	(MS 106) . . . General Education Math I . . . . .	3	
	(PE) . . . Physical Education . . . . .	2	
HC 1200	(SS 101) . . . Social Institutions . . . . .	3	
HS 1001	(SS 102)* . . . Political Institutions . . . . .	3	
	Science . . . . .	<hr/>	
		7	

**Business****SOPHOMORE YEAR**

ARH 1000	(AT 110) . . .	Art Appreciation . . . . .	3
	(EH) . . . . .	Literature . . . . .	3
CTE 2340C	(HE 201) . . .	Clothing Construction . . . . .	3
CTE 2200	(HE 203) . . .	Costume Selection . . . . .	3
HES 1000	(HH 101)**	Perspectives on Healthful Living . . . . .	2
PSY 2012	(PY 201) . . .	General Psychology . . . . .	3
SPC 1600	(SP 101) . . .	Fundamentals of Speech . . . . .	3
		Electives . . . . .	9

29

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

**FASHION (A.S. 03-073)**

This curriculum is for students who will, after two years, enter careers in fashion design, custom dressmaking, fabrics and fashion promotion, clothing management specialist.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS	CREDIT
ENC 1103	(EN 101) . . .	Freshman Communications . . . . .	3
CTE 1310C	(HE 106) . . .	Elements of Clothing Construction . . . . .	3
CTE 1743	(HE 107) . . .	Creative Patternmaking I . . . . .	3
CTE 1744	(HE 108) . . .	Creative Patternmaking II . . . . .	3
CTE 1731	(HE 112) . . .	Trade Sketching . . . . .	3
CTE 1700	(HE 113) . . .	Fashion Theory . . . . .	3
CTE 2340C	(HE 201) . . .	Clothing Construction . . . . .	3
CTE 2200	(HE 203) . . .	Costume Selection . . . . .	3
	(PE) . . . . .	Physical Education . . . . .	2
SOC 1200	(SS 101) . . .	Social Institutions . . . . .	3
		Electives* . . . . .	3

32

**SOPHOMORE YEAR**

TE 2745	(HE 207) . . .	Fashion Design — Draping . . . . .	3
TE 2749	(HE 208) . . .	Applied Fashion Design . . . . .	3
TE 2514	(HE 209) . . .	Fashion History . . . . .	3
ES 1000	(HH 101)**	Perspectives on Healthful Living . . . . .	2
KA 1411	(RG 102) . . .	Textiles . . . . .	3
PC 1600	(SP 101) . . .	Fundamentals of Speech . . . . .	3
OS 1001	(SS 102)***	Political Institutions . . . . .	3
		Electives* . . . . .	10
			30

\*Suggested electives according to special interest: MKA 1402 (RG 110), MAR 1311 (RG 107), MAR 1151 (RG 101), ART 1201C (AT 101), ARH 1000 (AT 110), MAN 2770 (BA 211).

\*\*HES 2121 (HH 230) may be substituted.

\*\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**FOOD SERVICE MANAGEMENT AND DIETARY TECHNOLOGY (A.S. 03-068)**

four-semester program to provide instruction in all areas of food service with special emphasis on hospital and nursing home food service. Employment opportunities are excellent, since Palm Beach County's population is expanding rapidly.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		HOURS	CREDIT
CC 1001	(BA 101) . . . Principles of Accounting I . . . . .	3	
NC 1103	(EH 101) . . . Freshman Communications . . . . .	3	
NC 1136	(EH 102) . . . Freshman Communications . . . . .	3	
or			
TC 1313	(EH 110) . . . Technical Writing . . . . . (3)		
JN 1201	(HE 101) . . . Elements of Nutrition . . . . .	3	
ES 1000	(HH 101)* . . . Perspectives on Healthful Living . . . . .	2	
S 1300	(HR 102) . . . Introduction to Food Service Management . . . . .	3	
S 2221L	(HR 210) . . . Quantity Food Composition & Preparation . . . . .	3	
FT 2220	(HR 212) . . . Personnel Management . . . . .	3	
	(PE) . . . Physical Education . . . . .	2	
Y 2012	(PY 201) . . . General Psychology . . . . .	3	
CC 1600	(SP 101) . . . Fundamentals of Speech . . . . .	3	
		31	

**SOPHOMORE YEAR**

H 1000	(AT 110) . . . Art Appreciation . . . . .	3
or		
ML 1011	(MC 110) . . . Music Appreciation . . . . . (3)	
S 1400	(HH 103) . . . First Aid & Personal Safety . . . . .	1
FT 1941C	(HR 118) . . . Food Service Practicum I . . . . .	4
FT 2941C	(HR 218) . . . Food Service Practicum II . . . . .	4
S 2100	(HR 211) . . . Purchasing Management . . . . .	3
S 2305	(HR 213) . . . Quantity Food Service . . . . .	3
S 2500	(HR 214) . . . Food and Beverage Control . . . . .	2
S 2401	(HR 215) . . . Hotel-Motel Property Management . . . . .	3
CC 1200	(SS 101) . . . Social Institutions . . . . .	3
OS 1001	(SS 102)** . . . Political Institutions . . . . .	3
	Electives . . . . .	3
		32

\*\*HES 2121 (HH 230) may be substituted.

\*\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

## **Business**

### **GENERAL BUSINESS (A.S. 03-057)**

This is a two-year program for the student who wants two years of preparation for business with a minimum of general education, and the opportunity to explore the fields of vocational interest.

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
or		
ENC 1313	(EH 110) . . Technical Writing . . . . . (3)	
HES 1000	(HH 101)* . Perspectives on Healthful Living . . . . .	2
	(PE) . . . Physical Education . . . . .	2
SOC 1200	(SS 102) . . Social Institutions . . . . .	3
POS 1001	(SS 102)** . Political Institutions . . . . .	3
	Business Electives . . . . .	
		<u>46</u>
		62

**NOTE:** Electives may be selected from the broad field of Business and Data Processing Department offerings to meet the needs and interests of the student with the approval of the Business Counselor.

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

### **GENERAL HOME ECONOMICS (A.S. 03-072)**

These are the recommended courses for those students seeking an Associate in Science Degree and terminating their college work upon graduating with this degree at Palm Beach Junior College.

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
HUN 1201	(HE 101) . . Elements of Nutrition . . . . .	3
FSS 1210C	(HE 102) . . Food for the Family . . . . .	3
CTE 1310C	(HE 106) . . Elements of Clothing Construction . . . . .	3
CTE 1743	(HE 107) . . Creative Pattern Making I . . . . .	3
CTE 2340C	(HE 201) . . Clothing Construction . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)* . Political Institutions . . . . .	3
	Electives** . . . . .	4
		31

#### **SOPHOMORE YEAR**

CTE 1744	(HE 108) . . Creative Pattern Making II . . . . .	3
COA 1100	(HE 109) . . Consumer Education . . . . .	3
CTE 2200	(HE 203) . . Costume Selection . . . . .	3
HES 1000	(HH 101)*** Perspectives on Healthful Living . . . . .	2
	(PE) . . . Physical Education . . . . .	2
PSY 2012	(PY 201) . . General Psychology . . . . .	3
MKA 1411	(RG 102) . . Textiles . . . . .	3
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
	Electives** . . . . .	9
		31

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*Recommended electives depending on individual student's goals: MAN 1700 (BA 100), IN 2010 (AT 210), IND 2011 (AT 212), ACC 1001 (BA 101), SES 1100 (BE 105), MK 1312L (RG 104), EGC 2120 (PY 202), MAF 2200 (SS 201), FSS 1112 (HE 110).

\*\*\*HES 2121 (HH 230) may be substituted.

**HOTEL MANAGEMENT (A.S. 03-060)**

The Hotel Management curriculum is a midmanagement program. The curriculum provides both a theoretical and a practical approach. Laboratory experience and training in hotels, motels, restaurants, and clubs is provided through part-time employment in local establishments. This curriculum prepares the student for employment in the food-lodging industry.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
ACC 1001	(BA 101) . . Principles of Accounting I . . . . .	3
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
or		
ENC 1313	(EH 110) . . Technical Writing . . . . . (3)	
HES 1000	(HH 101)* . Perspectives on Healthful Living . . . . .	2
HFT 1000	(HR 100) . . Introduction to Hotel- Restaurant Management . . . . .	
HFT 2300	(HR 202) . . Hotel-Motel Housekeeping Management . . . . .	3
HFT 2220	(HR 212) . . Personnel Management . . . . .	3
	(PE) . . . . . Physical Education . . . . .	2
PSY 2012	(PY 201) . . General Psychology . . . . .	3
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
	Electives** . . . . .	3
		<u>31</u>

**SOPHOMORE YEAR**

HFT 1941C	(HR 118) . . Hotel-Motel-Restaurant Practicum I . . . . .	4
HFT 2941C	(HR 218) . . Hotel-Motel-Restaurant Practicum II . . . . .	4
HFT 2410	(HR 201) . . H-M Front Office Adm. & Procedures . . . . .	3
HFT 2600	(HR 207) . . Legal Aspects of Hotel Administration . . . . .	3
FSS 2100	(HR 211) . . Purchasing Management . . . . .	3
FSS 2500	(HR 214) . . Food & Beverage Control . . . . .	2
FSS 2401	(HR 215) . . Hotel-Motel Property Management . . . . .	3
HFT 2510	(HR 216) . . Sales Promotion and Advertising in Hotels & Food Service . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)*** Political Institutions . . . . .	3
		<u>31</u>

\*HES 2121 (HH 230) may be substituted.

\*\*Electives must be FSS 1300 (HR 102), HFT 2410 (HR 201), FSS 2221L (HR 210), FSS 2305 (HR 213).

\*\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**FASHION MERCHANDISING – SALES AND MARKETING (A.S. 03-055)**

These curriculums are midmanagement programs. The curriculums have been planned to combine classroom instruction with realistic, supervised, on-the-job training and experience. These specialized programs are designed to prepare young men and women for challenging opportunities in rewarding marketing careers.

**FRESHMAN YEAR – FIRST SEMESTER**

COURSE	TITLE	SEMESTER HOURS CREDIT
MAR 2101	(BA 214) . . Salesmanship . . . . .	3
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
	(PE) . . . . . Physical Education . . . . .	1
MAR 1151	(RG 101) . . Introduction to Retailing . . . . .	3
MKA 1302L	(RG 103) . . Retailing Practicum I . . . . .	3
MKA 1401	(RG 110) . . Fashion Merchandising . . . . .	2
		<u>15</u>

**Business****FRESHMAN YEAR – SECOND SEMESTER**

MAR 2011	(BA 212) . . . Marketing	.....	3
(PE) . . . Physical Education	.....		1
MKA 1411	(RG 102)* . . Textiles	.....	3
MKA 1312L	(RG 104) . . Retailing Practicum II	.....	3
MKA 1161	(RG 105)* . . Product Merchandising	.....	2
MAR 1311	(RG 107) . . Advertising	.....	3
			<hr/> 15

**SOPHOMORE YEAR – FIRST SEMESTER**

BUL 2111	(BA 207) . . . Business Law	.....	3
MTB 1103	(BA 110)* . . Business Mathematics	.....	3
MKA 1322L	(RG 111) . . Retailing Practicum III	.....	3
SPC 1600	(SP 101) . . Fundamentals of Speech	.....	3
SOC 1200	(SS 101) . . Social Institutions	.....	3
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**SOPHOMORE YEAR – SECOND SEMESTER**

ACC 1001	(BA 101) . . Principles of Accounting I	.....	3
ECO 2000	(BA 200) . . Introduction to Economics	.....	3
MAN 2770	(BA 211) . . Small Business Management	.....	3
HES 1000	(HH 101)** Perspectives on Healthful Living	.....	2
MKA 1332L	(RG 112) . . Retailing Practicum IV	.....	3
POS 1001	(SS 102)*** Political Institutions	.....	3
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\*Sales and Marketing optional courses: MAN 1700 (BA 100), MGF 1113 (MS 106), and 1 hour of Business Electives.

\*\*HES 2121 (HH 230) may be substituted.

\*\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**RETAIL SALES – CLERICAL (One Year) Certificate Program (CT 03-061)****TERM I**

COURSE	TITLE	HOURS	CREDIT
SES 1321C	(BE 100) . . Office Machines	.....	2
SES 1100	(BE 105) . . Beginning Typewriting	.....	2
ENC 1103	(EH 101) . . Freshman Communications	.....	3
MAR 1151	(RG 101) . . Introduction to Retailing	.....	3
MAR 1311	(RG 107) . . Advertising and Sales Promotion	.....	3
MKA 1402	(RG 110) . . Fashion Merchandising	.....	2
			<hr/> 15

**TERM II**

MTB 1103	(BA 110) . . Business Mathematics	.....	3
MAR 2101	(BA 214) . . Principles of Salesmanship	.....	3
SES 1341	(BE 101) . . Clerical Office Practice	.....	3
MKA 1312L	(RG 104) . . Retail Practicum II	.....	3
MKA 1161	(RG 105) . . Product Merchandising	.....	2
SPC 1600	(SP 101) . . Fundamentals of Speech	.....	3
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\*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from SES 1100 (BE 105).

**STENOGRAPHIC (One Year Certificate Program) (CT-03-059)**

A program that prepares the student to do stenographic or clerical work at the junior level, with a minimum speed of 40 words a minute in typewriting, 80 words a minute in shorthand, and 25 words a minute transcription speed.

COURSE	TITLE	SEMESTER HOURS CREDIT
MTB 1103	(BA 110) . . Business Mathematics . . . . .	3
BUL 2111	(BA 207) . . Business Law . . . . .	3
SES 1321C	(BE 100) . . Office Machines . . . . .	2
SES 1341	(BE 101) . . Clerical Office Practice . . . . .	3
SES 1210C	(BE 103) . . Shorthand . . . . .	3
SES 1234C	(BE 104)* . . Dictation and Transcription . . . . .	3
SES 1100	(BE 105) . . Beginning Typewriting . . . . .	2
SES 1110C	(BE 106)* . . Intermediate Typewriting . . . . .	2
SES 1330	(BE 199) . . Business English . . . . .	3
SES 2331	(BE 200) . . Business Communications . . . . .	3
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
		30

\*Students who are qualified to go into SES 1234C (BE 104) or SES 1110C (BE 106), may substitute PHI 1100 (LC 101), PSY 2012 (PY 201), CTE 2200 (HE 203) or elective approved by Business Counselor.

**COURSE DESCRIPTIONS****Accounting****ACC 1001 (BA 101) PRINCIPLES OF ACCOUNTING I**

This is a basic study of accounting and business practice. It includes the study of business papers and recording procedure, the use of journals, controlling accounts, and general subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, the form and preparation of financial statements, and provides an introduction of valuation accounts. A single proprietorship set of books is kept as a part of the course. 3-0-3\*

**ACC 1021 (BA 102) PRINCIPLES OF ACCOUNTING II**

[Prerequisite: ACC 1001 (BA 101) or equivalent] This is a continuation of ACC 101 (BA 101). It is a study of accounting procedures as applied to the partnerships and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. 3-0-3\*

**ACC 2409 (BA 203) COST ACCOUNTING**

[Prerequisite: ACC 1021 (BA 102) or equivalent] This course is a study of the most common cost systems with emphasis on cost for materials, labor, overhead, standard costs, and cost relationships. 3-0-3\*

**Banking**

[Prerequisite for all Banking Courses: BAN 1110 (BA 130)]

**AN 1110 (BA 130) PRINCIPLES OF BANK OPERATIONS**

The economic importance of banks, receiving function, processing of cash items, book-keeping operations, posting systems, paying teller operations, collection services, legal relationships with depositors, characteristics of negotiable instruments, the savings and time deposit function, management bank funds, loans and investments, general bank accounting, account analysis, internal controls, international functional services, trust services, safe deposit services, other services, growth of the American banking system, the Federal Reserve System, government supervision, banking and public service. 3-0-3\*

## **Business**

### **BAN 1240 (BA 123) INSTALLMENT CREDIT**

[Prerequisite: BUL 1100 (BA 126) and BAN 1110 (BA 130)] Evolution of installment credit, installment credit in commercial banks, qualifications of a good installment credit risk, technique of loan interview and the development of credit information, investigation and the credit decision, installment sale financing, inventory financing (flooring), rate structure and cost analysis, servicing installment credit, collection procedures, business installment credit, special loan programs, advertising and business development, installment credit and your bank. 3-0-3\*

### **BAN 1303 (BA 120) SAVINGS AND TIME DEPOSIT BANKING**

The role of savings in the economy, forms of financing savings, interests and saving, deposit-type savings institutions, types of savings and other time accounts, calculation of interest payments, economic and legal bases of asset management, asset management policies, operations and control, supervision of financial institutions, examinations and provisions of liquidity, marketing savings and time deposits, current problems and issues. 3-0-3\*

### **BAN 2010 (BA 239) FEDERAL RESERVE SYSTEMS**

A study of the history of the Federal Reserve System tracing its original and the various stages of its historical development. A review of the current era particularly recent international monetary affairs in which the Federal Reserve System has played a role, the International Monetary Fund, more recent economic developments and a study of the goals of American monetary policy. 3-0-3\*

### **BAN 2120 (BA 229) FUNDAMENTALS OF BANK DATA PROCESSING**

Brief history of banking automation, unit record processing, computer concepts and hardware, magnetic ink character recognition program (MICR), account numbering systems, preparation for automation (installation and conversion), cooperative data processing — services for bank and business customers, auditing automated systems, problems and pitfalls, systems design, programming basic, a bank application (installment credit system), other bank systems, bank information systems. 3-0-3\*

### **BAN 2150 (BA 232) MARKETING FOR BANKERS**

Functional structure of bank public relations and marketing, staff selection, training, and performance; internal communication, physical facilities and equipment, marketing and opinion research, policy determination and planning for public relations and marketing, publicity, advertising, marketing and selling, staff selling, the officer call program, community relations, school relations, government relations, relations with banking competitors and other financial institutions, stockholder relations, blueprint for a winning bank. 3-0-3\*

### **BAN 2200 (BA 222) CREDIT ADMINISTRATION**

Discussion of policy, the bank credit department, sources of credit information, analyzing financial statements, credit correspondence, the credit folder and other credit records, unsecured loans to customers, secured loans to customers, loans to small business, installment loans, term loans, interbank loans, real estate loans, influence of the Federal Reserve System, investing surplus funds of the commercial bank, dealing with embarrassed concerns, opportunities and responsibilities of the bank lending officer. 3-0-3\*

### **BAN 2210 (BA 237) ANALYZING FINANCIAL STATEMENTS**

Basic considerations in statement analysis, details of financial statements (the balance sheet, profit and loss statement, reconciliation of net worth), basic ratios, analysis by internal comparison, working capital changes-peak debt position, analysis by external comparison, analysis of receivables, analysis of inventories, balance sheet analysis, profit and loss analysis, interim trial balances, consolidated statements, budgets and projection. 3-0-3\*

### **BAN 2230 (BA 225) BANK INVESTMENTS**

The economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, market for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves and their uses, safety considerations, tax and related considerations, investment policies. 3-0-3\*

\*Lecture-Lab-Credit Hours

**BAN 2400 (BA 231) TRUST FUNCTIONS AND SERVICES**

Property and property rights, wills, settlement of estates, responsibilities of executors and administrators, personal trusts, insurance trusts, administration of personal trusts, general responsibilities of trustees, general responsibilities of investment procedures of trustees, essential features of personal trust instruments, guardianships, personal agencies, responsibilities of personal agents, corporate trusts, administration of corporate trusts, corporate agencies, employee trusts, community trusts, institutional trusts, and agencies; history of trust services, historical background of trust institutions. 3-0-3\*

**BAN 2700 (BA 233) FINANCING BUSINESS ENTERPRISE**

Business finance in the American economy, basic problems, unincorporated business, the corporation, capitalization, the financial plan, equity capital, creditor capital, intermediate-term capital, short-term credit, sale of common stock to special groups, public issues and direct placement of securities, financial policies-use of securities, working capital and turnover ratios, cash flow and budgets, management and measurement of earnings, surplus and dividends, merger and consolidation, financial strain and business failure, financial readjustments and bankruptcy, reorganization, social aspects of business finance. 3-0-3\*

**BAN 2720 (BA 221) BANK MANAGEMENT**

The nature and objectives of banking, formulation of objectives and policies, organizational planning, the manning of the organizational structure, management in action, management controls, management and specific functions, the deposit function, the employment of bank funds, loans and investments, the trust function, other service functions, the art of management. 3-0-3\*

**BAN 2905 (BA 250) ENTERPRISE IN SOUTHEASTERN FLORIDA I (Institutional Credit Only)**

[Offered subject to permission of department chairperson] This independent study course acquaints the student with some of the factors dominating life in Southeastern Florida. It presents a number of statistical resources and provides opportunity for the student to learn how to use them. 0-2-1\*

**FIN 1230 (BA 127) MONEY AND BANKING**

Financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates, and liquidity. Federal Reserve policies and operations in the money market. Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems, international finance. 3-0-3\*

**MAN 1701 (BA 124) BUSINESS ADMINISTRATION**

The importance of business organization in our economy, legal forms of business organization, bases of management decisions, coordination of business functions, fundamentals of financial management, the financing of business, problems and policies of financial administration, manufacturing procedures and production costs, the place of materials in production, plant and machinery in production, coordination of men and machinery, employer-employee relations, wages and other compensation, the development of industrial relations, collective bargaining, the functions of marketing, wholesaling, retailing, marketing policies, sales management, accounting, statistics, and forecasting the budget and coordination, effective public relations. 3-0-3\*

**BAN 1121                   BANK CARDS**

This course presents an overview of the bank card industry with the dual objectives of helping the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions is emphasized. Topics covered are the types of credit cards in use and their functions and histories; the cardholder's profile, attitudes, and behavior; and credit-card operations — marketing, authorization, customer service, cost analysis and control, collection policies and procedures, and security and fraud. The course also discusses the evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. 3-0-3\*

\* Lecture-Lab-Credit Hours

## **Business**

### **BAN 2201**

### **MANAGEMENT OF COMMERCIAL BANK FUNDS**

This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Planned to be useful to as many different bankers as possible, it covers a broad range of bank situations and sizes. It opens with a discussion of the overall banking environment, then zeroes in on individual bank environment and discusses various facets of bank operations and their relationships with the funds management functions. The text used for the course was co-authored by a prominent banker and a finance professor. In their view, none of the commercial banking functions can achieve maximum potential profit for the bank unless the funds management function is efficiently planned and executed. Considerable emphasis is placed on the proper organizational format to achieve this potential. 3-0-3\*

### **BAN 1800**

### **NEGOTIABLE INSTRUMENTS AND THE PAYMENTS MECHANISM**

The objective of this course is to explore the relevant legal implications of normal activities and transactions in bank operations. The treatment is in general terms. It is designed to add knowledge of legal principles and reasoning to the student's understanding and vocational skill and to influence attitudes of bank personnel by providing information about the impact of the law and applicable bank regulations rather than the resolution of legal issues or problems. The aim is to improve understanding of how the law operates within the framework of federal and state banking statutes, court decisions, and administrative regulations. Terminology is designed to avoid misconceptions and legal pitfalls. The course opens with an introduction to the Uniform Commercial Code and the legal framework of the U.S. commercial banking system. Commercial paper from inception through issuance (transfer, negotiation, final payment, and the rights and duties of the parties involved) and checks (kinds, types, environmental characteristics, specific treatment of MICR checks and data processing problems, and the evolving paperless electronic payments mechanism) are covered in detail. Many of the legal situations that occur in the deposit, collection, dishonor and return, payment of checks and other cash items, and the relationship of the various parties in bank collection channels are explored, as are potential legal relationships between a bank and its depositor and some of the legal aspects of other bank service operations. 3-0-3\*

## **Law**

### **BUL 1100 (BA 126) LAW AND BANKING**

Formation of contracts, consideration, the statute of frauds, capacity and parties to contract, performance and termination of contracts, defenses, remedies, and damages, quasi-contracts, commercial paper bank deposits and bank collections, sales of personal property, documents of title, secured transactions, agencies, partnerships, corporations personal property, real property, estates and trusts, torts and crimes, miscellaneous (surveyorship, bankruptcy, bulk transfers). 3-0-3\*

### **BUL 2111 (BA 207) BUSINESS LAW I**

This is a general introduction to law which includes a discussion of the following: courts and legal procedures, law and society, definitions, classifications, and systems of law based on the supreme law of the land. A brief review of the tribunals for administering justice and discussion of actions will be given. Topics on contracts, torts, sales (warranties and liabilities), negotiable instruments, bailor and bailee and personal property (rights and acquisition) will be studied. 3-0-3\*

### **BUL 2112 (BA 208) BUSINESS LAW II**

This course is a continuation of BUL 2111 (BA 207) and includes a study of the following: principal and agent, carriers, insurer and insured, relation of partnerships, corporation and stockholders, landlord and tenant, employer and employee, business crimes, bankruptcy and creditors. 3-0-3\*

### **BUL 2657 (BA 209) FLORIDA SCHOOL LAW**

The course includes a study of the Florida School Code, the policies and regulations of The School Board of Palm Beach County, comparison of legal trends of other jurisdictions with Florida and the weight of authority, as well as leading applicable federal decisions. 3-0-3\*

\* Lecture-Lab-Credit Hours

## Consumer Affairs

### **COA 1100 (HE 109) CONSUMER EDUCATION**

This course will present concepts and applications relating to consumer and personal economic decisions. Areas studied will include buying goods and services, evaluating alternatives and making wise choices. The objective of preparing students to become more effective income earners and spenders will involve a study of personal and everyday economic issues. Effective money management strategy is the goal. 3-0-3\*

## Clothing and Textiles

### **CTE 1310C (HE 106) ELEMENTS OF CLOTHING CONSTRUCTION**

Emphasis is placed on learning to take accurate measurements and construct proper fitting garments through the use of commercial patterns and fundamental techniques of sewing. 2-2-3\*

### **CTE 1700 (HE 113) FASHION THEORY**

The art principles and elements of design with a theoretical and practical approach as related to wearing apparel. 3-0-3\*

### **CTE 1731 (HE 112) TRADE SKETCHING**

Simple method of drawing and coloring apparel design sketches. 3-0-3\*

### **CTE 1743 (HE 107) CREATIVE PATTERN MAKING I**

Introduction to the flat pattern method of making patterns as used in the garment and pattern company trades. Students will accomplish the basic steps in the development of dress patterns by the flat pattern drafting method. They will learn to draft the basic slopes for standard sizes and to their personal measurements. The development of the hip length sloper and the basic principles of fitting will be stressed. Students will design and make a pattern for a simple basic dress. 3-0-3\*

### **CTE 1744 (HE 108) CREATIVE PATTERN MAKING II**

Instruction in the basic principles of draping the basic slopers and the transferring of a muslin into a paper pattern, stressing the importance of accurate pattern construction. A continuation of the drafting and flat pattern method. 3-0-3\*

### **CTE 2200 (HE 203) COSTUME SELECTION**

A study of the sociological and psychological influences in the evolution of fashion as applied to individual decisions in clothing selection. The course includes figure analysis, personal improvement, wardrobe planning, care and maintenance of clothing. 3-0-3\*

### **CTE 2340C (HE 201) CLOTHING CONSTRUCTION**

[Prerequisite: CTE 1310C (HE 106)] This is further application of the sewing principles and techniques as they are used to achieve the custom made look in clothing suitable to the individual. 2-2-3\*

### **CTE 2514 (HE 209) FASHION HISTORY**

Studying trends, line, and design in clothing styles throughout the ages. 3-0-3\*

### **CTE 2745 (HE 207) FASHION DESIGN-DRAPING**

Advanced study of the flat pattern method and draping method in the making of patterns from sketches. Grading of patterns and the beginning of custom tailoring procedures will be introduced. 3-0-3\*

### **CTE 2749 (HE 208) APPLIED FASHION DESIGN**

Advanced study of tailoring procedures. Advanced designing is emphasized as the student designs a collection of styles which she sketches, makes the pattern, drapes and constructs. 3-0-3\*

\*Lecture-Lab-Credit Hours

## **Business Dietetics**

### **DIE 1201 (HE 103) NUTRITION – HEALTH & DISEASE I**

Elements of nutrition concentrating on the problems of foods and diets of patients.  
2-0-2\*

### **DIE 1212 (HE 104) NUTRITION – HEALTH & DISEASE II**

A continuation of the study of Elements of Nutrition with particular emphasis on problems concerned with nursing. 1-0-1\*

## **Economics**

### **ECO 2000 (BA 200) INTRODUCTION TO ECONOMICS**

A one-term course designed to acquaint the student who plans no further study in economics with the objectives, analytical methods, and terminology of the subject. Some of the areas covered will be: historical background; scarcity and the free market system; production organization and production of the entire economy; banking and the money supply; international trade; current economic problems. 3-0-3\*

### **ECO 2013 (BA 204) PRINCIPLES OF ECONOMICS I**

The course deals with the nature and scope of economics. It includes the basic theory of supply and demand, the capitalist system, national income accounting, the business cycle, the theory of determination of national income and employment, money and banking, and problems of economic growth. 3-0-3\*

### **ECO 2023 (BA 205) PRINCIPLES OF ECONOMICS II**

This course is a continuation of ECO 2013 (BA 204) into the areas of production and distribution. Topics considered include: the nature of production, determining production costs, price determination, each factor of production and its share in the income, and problems of monopoly. An attempt is made throughout to relate the principles of economics to the problems of the American economy, and to show the effect of the economic factors upon policy formation. The course also includes a brief discussion of alternate economic systems. 3-0-3\*

## **Food Service Systems**

### **FSS 1112 (HE 110) FOODS FOR CHILDREN**

[Prerequisite HUN 1201 (HE 101)] This course is designed to introduce students to the basic problems involved with feeding children. Emphasis will be placed on principles of food preparation, including the planning of menus to meet children's nutritional needs and for motivating children to practice good eating. 3-0-3\*

### **FSS 1170L (HE 111) PRACTICUM: FOODS FOR CHILDREN**

Students enrolled in this course will be responsible for planning, purchasing, preparing and serving lunch to the children in the Center for Early Learning. 0-6-3\*

### **FSS 1210C (HE 102) FOOD FOR THE FAMILY**

This basic course deals with the relation of good nutrition to the health of the individual. It includes planning and preparing nutritionally adequate and aesthetically satisfying meals for the family. 2-2-3\*

### **FSS 1300 (HR 102) INTRODUCTION TO FOOD SERVICE MANAGEMENT**

An introduction to managerial techniques in operating a food service establishment. It deals with historically significant developments, basic principles, and fundamental processes underlying food preparation, service, and other operational procedures. 3-0-3\*

### **FSS 2100 (HR 211) PURCHASING MANAGEMENT**

The major emphasis will be upon presentation of materials and managerial information needed for the operation of a club, hotel, motel, or food establishment. 3-0-3\*

### **FSS 2221L (HR 210) QUANTITY FOOD COMPOSITION AND PREPARATION**

[Prerequisite: FSS 1300 (HR 102) or permission of the instructor] A study is made of the production and effective use of food materials considering economic, nutritive, and

\* Lecture-Lab-Credit Hours

aesthetic factors. Lectures and demonstrations will emphasize standards of food preparation. 0-9-3\*

**SS 2305 (HR 213) OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE**

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation and safety. 3-0-3\*

**SS 2401 (HR 215) HOTEL-MOTEL PROPERTY MANAGEMENT**

In this course a study is made of layouts, specifications, maintenance of equipment, furniture, furnishings, and decor for clubs, motels, and related institutions. 3-0-3\*

**SS 2500 (HR 214) FOOD AND BEVERAGE CONTROL**

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 2-0-2\*

**Hospitality, Food, Tourism****FT 1000 (HR 100) INTRODUCTION TO HOTEL-RESTAURANT MANAGEMENT**

The historical background of the hotel-motel industry, its scope in Palm Beach County, the State of Florida, and the United States. A study of departmental functions and job responsibilities in a small, medium, and large hotel and motel. 3-0-3\*

**FT 1941C (HR 118) HOTEL-MOTEL-FOOD SERVICE PRACTICUM I**

The aim of this course is to expose the student to an actual work experience, thus, the student is expected to obtain employment in a local hotel, motel, or food service outlet. The work and lecture periods are coordinated so that the experience being obtained will result in a learning sequence that will lead to positions of higher responsibility. 2-6-4\*

**FT 2300 (HR 202) HOTEL-MOTEL HOUSEKEEPING MANAGEMENT**

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3-0-3\*

**FT 2410 (HR 201) HOTEL-MOTEL FRONT OFFICE ADMINISTRATION AND PROCEDURES**

A study of the functions, procedures and organization of the front office department in a medium and large hotel, with emphasis on reservations and front office psychology. 3-0-3\*

**FT 2510 (HR 216) SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS**

A study of advertising principles as they relate to the promotion of sales in hotels and restaurants. 3-0-3\*

**FT 2600 (HR 207) LEGAL ASPECTS OF HOTEL ADMINISTRATION**

A study of the laws applicable to the ownership and operation of places of public hospitality. 3-0-3\*

**FT 2941C (HR 218) HOTEL-MOTEL FOOD SERVICE PRACTICUM II**

This course is a continuation of HFT 1941C. (HR 118) 2-6-4\*

**Human Nutrition****UN 1012 (HE 105) NUTRITION – FOR DENTAL HEALTH SERVICES**

Elements of nutrition with emphasis placed on concerns for good dental health and preventative dentistry. 3-0-3\*

**UN 1201 (HE 101) ELEMENTS OF NUTRITION**

This course presents fundamental principles, findings, concepts, and applications of normal nutrition. It provides background in the science of nutrition to serve as a basis for decisions in dietary planning. 3-0-3\*

## **Business**

### **Management**

#### **MAN 1700 (BA 100) INTRODUCTION TO BUSINESS**

The objectives of this course are three-fold: (1) to give the student beginning his education for business the opportunity to learn what business is about, and to see it in its entirety before studying each of its parts intensively, (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and reading business periodicals, and (3) to help the student acquire a better understanding of the free enterprise system and its workings. 3-0-3\*

#### **MAN 2000 (BA 210) PRINCIPLES OF MANAGEMENT**

A basic study of the principles of management, planning, organizing, actuating, and controlling is given in this course. It stresses the broad and important concept of management as a separate entity, the principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces. 3-0-3\*

#### **MAN 2340 (BA 213) PRINCIPLES OF SUPERVISION**

The purpose of this course is to present the important information a supervisor needs to know about his job in dealing with people, money, machines, materials, and himself. 3-0-3\*

#### **MAN 2342 (BA 234) SUPERVISION AND PERSONNEL ADMINISTRATION**

Organizational structure, the supervisor's job, automation and the supervisor, growth of the human relations concept, communication, the supervisor as a manager, recruitment and selection of employees, induction of the new employee, training, development of desirable attitudes, production planning, implementation of policies and procedures, the giving of orders, maintenance of production, maintenance of discipline, the handling of grievances, reports to higher management, personnel appraisal and counseling, salary administration and related controls, operations improvement, cost control, quality control, supervision tomorrow. 3-0-3\*

#### **MAN 2345 (BA 271) SUPERVISION – HUMAN RELATIONS IN BUSINESS**

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: motivation, morale, productivity, organization, communications, work and incentives, leadership, and the executive and his roles. 3-0-3\*

#### **MAN 2500 (BA 242) PRODUCTION MANAGEMENT**

A study of the various phases of production control and the elements which contribute to a successful operation — production forecasting, product development, control of materials, routing, scheduling, and follow-up are studied in a sequence in terms of their significance and their relationship to production control. 3-0-3\*

#### **MAN 2770 (BA 211) SMALL BUSINESS MANAGEMENT**

A study of the accepted basic principles of small business management. Particular attention will be given to business functions (sales, production, procurement, personnel, finance and law) as they affect the operation of American small business. 3-0-3\*

## **Marketing**

#### **MAR 1151 (RG 101) INTRODUCTION TO RETAILING**

A study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. Field trips will supplement class lectures and discussions. 3-0-3\*

#### **MAR 1152 (RG 108) RETAIL MANAGEMENT AND PERSONNEL PROBLEMS**

An integrated study of retail management functions, decision making, and problems will be made. The emphasis will be on operations, merchandising, and sales promotion and the problems involved. 3-0-3\*

\* Lecture-Lab-Credit Hours

**MAR 1311 (RG 107) RETAIL ADVERTISING AND PROMOTION**

A study of the planning and preparation of retail advertising and promotion with emphasis on the smaller retailer. Practice will be given in retail copy and layout; selecting media; and research. Projects will be related to the student's interest. 3-0-3\*

**MAR 2011 (BA 212) PRINCIPLES OF MARKETING**

This course presents a broad picture of the structure and functions of marketing. A rather detailed treatment is given to the retailing of consumers' goods; and the marketing of industrial goods; marketing research, policies and practices; and marketing activities of the government. 3-0-3\*

**MAR 2101 (BA 214) SALESMANSHIP**

This course is designed as a comprehensive sales training program. The primary objective is to measurably develop the sales persuasive skill of each student. The essential selling theories and principles are developed and practiced in simulated selling situations utilizing class presentations and closed circuit T.V. The student will leave the class with a demonstrable ability to convert current sales concepts into successful on-job performance. 3-0-3\*

**MAR 2102 (BA 215) CREATIVE SALESMANSHIP**

[Prerequisite: permission of the department chairperson] A comprehensive study of sixteen different techniques in selling and sales management. Individual study of programmed materials and audio tapes prepared by outstanding experts in the sales training field. 0-2-1

**MAR 2131 (BA 240) PURCHASING I**

Study of the purchasing function, organization, policies, legal aspects, ethics, source of supply, quality concepts, quantity determination, pricing, cost improvement, forecasting, automation, make or buy, and capital equipment. 3-0-3\*

**MAR 2132 (BA 241) PURCHASING II**

Continuation of MAR 2131 (BA 240). Study of traffic, surplus, store-keeping budgets, international purchasing, public purchasing, personnel, performance evaluation, and public relations. 3-0-3\*

**MKS 1161 (RG 105) PRODUCT MERCHANDISING**

A study of the history, style, construction, and quality of home furnishings. Basic concepts of the application of color, line, and design to fashion will be included. Problems in fashion coordination and the analysis of fashion trends will be covered. A study of the materials, manufacture, and sources involved in the home furnishings division. 2-0-2\*

**MKA 1302L (RG 103) SALES AND MARKETING PRACTICUM I**

Class discussion and lecture include problems of job placement; sources of job information; interview techniques and methods; job application problems; appearance, grooming and attitudes as factors in job placement and promotion. Conferences, counseling, and follow-up interviews will be scheduled individually to make the relationship of classroom theory and store service experience meaningful. Includes participation in sales and marketing club activities. 0-9-3\*

**MKA 1312L (RG 104) SALES AND MARKETING PRACTICUM II**

A continuation of MKA 1302L (RG 103). 0-9-3\*

**MKA 1322L (RG 111) SALES AND MARKETING PRACTICUM II:**

A planned program of independent research, observation, study, and work in selected firms is the crux of the seminar. Programs are designed to correlate classroom study with work experiences through seminar meetings and supervised field experience. Offered Fall and Winter Terms. 0-9-3\*

**MKA 1332L (RG 112) SALES AND MARKETING PRACTICUM IV**

A continuation of MKA 1322L (RG 111). 0-9-3\*

## **Business**

### **MKA 1402 (RG 110) FASHION MERCHANDISING**

A study of the style, construction, and quality of men's, women's, and children's ready-to-wear apparel. Fashion history trends, coordination, and the application of color, line, and design to ready-to-wear fashions are studied. 2-0-2\*

### **MKA 1411 (RG 102) TEXTILES**

A study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. 3-0-3\*

## **Mathematics: Technology and Business**

### **MTB 1103 (BA 110) BUSINESS MATHEMATICS (Taught in Business Department)**

This course includes information and practice in practical business situations involving: bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, stocks and annuities. 3-0-3\*

### **MTB 1321 (TM 103) TECHNICAL MATHEMATICS I (Taught in Engineering Department)**

This course and MTB 1322 (TM 104) form a sequence to be offered to those technology majors who do not qualify for MAC 1104 (MS 111). Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponential and logarithms. 3-0-3\*

### **MTB 1322 (TM 104) TECHNICAL MATHEMATICS II (Taught in Engineering Department)**

[Prerequisite: MTB 1321 (TM 103) or MAT 1003 (MS 101) or MAT 1002 (MS 100)] This is the second course of the sequence offered to those technology majors who do not qualify for MAC 1104 (MS 111). Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the j-operator, inverse trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 3-0-3\*

## **Real Estate**

### **REE 1000 (RE 101) INTRODUCTION TO REAL ESTATE PRINCIPLES AND PRACTICES**

A study of the basic principles, practices and theories of real property, its economic value, legal implications, and relationship to the salesman and broker. Successful completion required by Florida Real Estate Commission prior to filing application for State licensing examination. A broad overview of real estate principles but does not cover Real Estate licensing law in depth. 3-0-3\*

### **REE 1100 (RE 103) REAL ESTATE APPRAISAL I**

[Prerequisite: REE 1000 (RE 101) or consent of instructor] The appraisal process will be examined and applied in an analytic approach to determine residential property value on a cost, market, and income basis. Consideration will be directed to such factors as neighborhood and site analysis, residential style, functional utility, building cost estimates and depreciation. 3-0-3\*

### **REE 1200 (RE 104) REAL ESTATE FINANCE**

A study of financial analysis, development financing, land acquisition, and structuring of real estate projects. Traditional and creative concepts, mechanisms for construction and permanent financing of single family housing, condominiums, shopping centers, office buildings, industrial plants and rental apartment buildings will be covered. Loan contracts, mortgage analysis, governmental agencies and public policies will be reviewed. 3-0-3\*

### **REE 1430 (RE 102) REAL ESTATE LAW**

Legal aspects of real property ownership, development, transfer, and brokerage. A thorough review of Florida Real Estate Law in preparation for the State licensing examination. 3-0-3\*

\* Lecture-Lab-Credit Hours

**REE 2220 (BA 236) REAL ESTATE FOR BANKERS**

This course provides a background in the varied real estate mortgage credit operations of commercial banks. It treats the main areas of real estate by concentrating on the following broad areas: 1) the manner in which funds are channeled into the mortgage markets; 2) the financing of residential property; 3) the financing of special purpose property; and 4) the administrative tasks common to most mortgage departments. An introduction to the vocabulary of real estate serves as the starting point for a consideration of individual topics such as the sources of mortgage credit, federal assistance in the mortgage market, and financing of single-family homes, condominiums, industrial and agricultural properties, and shopping centers. The analysis of mortgage credit, as well as the policies related to collection, are also covered, as are the administration of a bank's mortgage portfolio and the analysis of real estate investment yields. 3-0-3\*

**REE 2801 (RE 201) REAL ESTATE BROKERAGE – FLORIDA REAL ESTATE COMMISSION II**

[Prerequisite: active holder of Florida Real Estate Salesman's license for at least 6 months] A comprehensive course covering fields of study and materials required by the Florida Real Estate Commission to qualify for the Florida State Real Estate Broker's license. Applications must be approved before students are admitted to the course. 3-0-3\*

**Risk Management and Insurance****RMI 1005 (IN 101) GENERAL PRINCIPLES OF INSURANCE**

A study of basic insurance principles and the fundamentals of insurance company operation. Some of the concepts explored are: risk, probability, requisites of insurable risks, negligence, indemnity, insurable interest, co-insurance and deductibles. Rating, underwriting, marketing and re-insurance are also covered. All of these functions are examined in a framework built around a study of insurance company organization, types of field organization, powers and functions of agents and brokers, and regulation of the insurance industry. 3-0-3\*

**RMI 1210 (IN 102) PROPERTY INSURANCE**

A continuation of the study of insurance begun in RMI 1005 (IN 101) with the emphasis on the study of insurance of all kinds of property. 3-0-3\*

**Secretarial Studies****SES 1100 (BE 105) BEGINNING TYPEWRITING**

This course is for students with no previous training in typewriting or for those whose performance is inadequate for the more advanced courses. 1-3-2\*

**SES 1110C (BE 106) INTERMEDIATE TYPEWRITING**

[Prerequisite: SES 1100C (BE 105) or equivalent] This course is a continuation of SES 1100 C (BE 105) and offers a review of the basic skills. Emphasis is placed on production standards required in letter writing, manuscript, tabulation and business forms. 1-3-2\*

**SES 1210C (BE 103) BEGINNING SHORTHAND**

[Co-requisite: SES 1100C (BE 105) or the successful completion of a previous typing course] Basic principles of Century 21 Shorthand Theory and Practice (South-Western) are studied. It is open to students without previous instruction in shorthand or with inadequate preparation for SES 1234C (BE 104). A dictation skill of 50 or more words a minute is developed. 1-4-3\*

**SES 1234C (BE 104) DICTATION AND TRANSCRIPTION**

[Prerequisites: SES 1210C (BE 103) or equivalent and SES 1100C (BE 105) or equivalent] This course is a continuation of SES 1210C (BE 103). A dictation skill of 80 or more words a minute is developed on new-matter dictation, and transcription for mailability is emphasized. Gregg or Century 21 students who qualify may enroll in this class. 2-2-3\*

\*Lecture-Lab-Credit Hours

## **Business**

### **SES 1321C (BE 100) OFFICE MACHINES**

This course is designed to familiarize the student with the operation of the various office machines currently used in business. The student learns to do accounting on a Burroughs L-2000 Computer, invoicing and payroll on an NCR 3200, posting on an NCR 4200 Hotel-Motel machine and NCR 4100 Bank Teller's machine, as well as develop skill and speed on various types of electronic calculators, programmable calculators, rotary calculators, printing calculators, full-key and ten-key adding machines. 1-2-2\*

### **SES 1330 (BE 199) BUSINESS ENGLISH**

An intensive college course in grammar, with primary emphasis placed on sentence structure, punctuation, and capitalization. The main applications are on the problems of the dictator, the stenographer, and the typist. 3-0-3\*

### **SES 1341 (BE 101) CLERICAL OFFICE PRACTICE**

[Co- or prerequisite: SES 1110C (BE 106)] A comprehensive study of clerical office procedures, such as filing, telephone techniques, duplication, machine transcription, simple payroll and banking transactions. 3-0-3\*

### **SES 1401 (BE 108) SECRETARIAL OFFICE PROCEDURES**

[Prerequisites: SES 1341 (BE 101); co- or prerequisite: SES 2120C (BE 205)] This course is designed for students who aspire to reach professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situations in selected phases of secretarial activity, including travel arrangements, meetings and conferences and sophisticated machine transcription. 3-0-3\*

### **SES 2120C (BE 205) ADVANCED TYPEWRITING**

[Prerequisite: SES 1110C (BE 106)] This course offers a thorough review of problems in typing office forms, tabulated reports, manuscripts, and business letters. Introduction is made to the typing of legal and medical forms and government and military letters. Improvement of production ability on all typing is stressed. 1-3-2\*

### **SES 2215C (BE 201) ADVANCED SHORTHAND DICTATION AND TRANSCRIPTION**

[Prerequisites: SES 1234C (BE 104) or equivalent and SES 1110C (BE 106) or equivalent] This course includes the general instruction offered for stenographic work. Through the use of live high-speed dictation and high-speed dictation tapes, a shorthand writing speed of 90 or more words a minute is developed. Gregg or Century 21 students who qualify may enroll in this class. 2-2-3\*

### **SES 2221C (BE 206) MACHINE SHORTHAND I**

[Co-requisite: SES 1100C (BE 105) or SES 1110C (BE 106) or equivalent] All the basic theory of the machine shorthand system is studied. The stenograph machine is used. A dictation skill of 60 to 80 words a minute is developed. This course is open to all students interested in the secretarial field, especially those going into legal work. Previous shorthand is not needed. 1-4-3\*

### **SES 2222C (BE 207) MACHINE SHORTHAND II**

[Prerequisite: SES 2221C (BE 206)] This course is a continuation of SES 2221C (BE 206), with emphasis on skill building and its application to usable transcription. A dictation skill of 80 to 120 words a minute will be developed. 1-4-3\*

### **SES 2223C (BE 208) MACHINE SHORTHAND III**

[Prerequisites: SES 2221C (BE 206) and SES 2222C (BE 207) or equivalent] This course is a continuation of SES 2222C (BE 207) with continued emphasis on skill building and specialized vocabulary. A dictation skill of 120 to 150 words a minute will be developed. 1-4-3\*

### **SES 2248C (BE 203) SPECIAL APPLICATIONS OF LEGAL-MEDICAL DICTATION AND TRANSCRIPTION**

[Prerequisites: SES 1110C (BE 106) and SES 1234C (BE 104) or equivalents] Dictation and transcription practice is given utilizing short cuts applicable to the special legal and medical fields. Legal and medical terminology are included. 2-2-3\*

\* Lecture-Lab-Credit Hours

**SES 2331 (BE 200) BUSINESS COMMUNICATIONS**

The purpose of this course is to study correspondence of the business office. Much time will be spent in composing and analyzing various kinds of business letters and business reports. 3-0-3\*

**SES 1004 (BE 102) PERSONAL TYPEWRITING**

Taught by individualized methods of instruction, it is designed for the student who wishes to learn typing for personal use or for the student who wishes to develop a higher degree of speed or accuracy. 0-2-1\*

**SES 1108 (BE 107) TYPEWRITING**

Individualized instruction in a combined section of beginning, intermediate and advanced typewriting. The student will progress in the typing sequence that can be accomplished in the term. Two hours credit will be granted in SES 1100C (BE 105), SES 1110C (BE 106) or SES 2120C (BE 205) upon successful completion of work assigned. 1-3-2\*

**SES 2220 (BE 209) MACHINE SHORTHAND**

Individualized instruction in a combined section of beginning, intermediate, and advanced machine shorthand. The student will advance in the sequence that can be accomplished in the term. Machines are furnished for classroom instruction; however, it is advised that a machine be rented or purchased for home practice. A dictation skill of 60 words a minute is developed in the beginning section; 80 words a minute in the intermediate section; 120 words a minute in the advanced section. Three credit hours will be granted in either SES 2221C (BE 206), SES 2222C (BE 207) or SES 2223C (BE 208) upon successful completion of work assigned. 1-4-3\*

**HFT 1700 (HR 110) TOURISM – SOUTHEASTERN FLORIDA (Institutional Credit Only)**

Students are introduced to the many ramifications of the tourist industry and they become familiar with the career requirements and employment opportunities tourism offers them. 0-2-1\*

**HFT 2250 (HR 204) HOTEL-MOTEL MANAGEMENT PRACTICES**

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3-0-3\*

**HFT 2220 (HR 212) PERSONNEL MANAGEMENT AND OPERATIONAL PROCEDURES**

This course is designed to study the basic principles and analysis of managerial problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and cost control, legal requirements, and safety controls. 3-0-3\*



\*Lecture-Lab-Credit Hours

# ***Communications***

**FACULTY:** Duncan (Chairperson), Adams, Baldree, Betz, Bloodworth, Bosworth (Assistant Chairperson, Reading), Bridwell, Busselle, Collins, Connelly, Connolly, Crowley, Darcey, Dickinson, Easterling, Flory, W. Graham, Jones (Assistant Chairperson, Foreign Language), Knittle, Kramer, Leahy, McCreight, Meyer, Musto, Perez, Platt, Schneider, Taylor, Tomasello, Vignau, Wilson, Witherspoon

**MAJORS:** Creative Writing, English, English Teacher, Foreign Languages, Foreign Language Teacher, Journalism, Liberal Arts, Public Relations, Speech-Drama, Speech Pathology and Audiology

**COURSE PREFIXES:** AML, ENC, ENG, ENL, FRE, JOU, LIT, MMC, ORI, PHI, REA, RED, SPC, SPN, THE, TPA, TPP (EH, FH, JM, LC, SH, SP)

**PROGRAMS:**

**CREATIVE WRITING, ENGLISH, ENGLISH TEACHER (A.A. 05-101), LIBERAL ARTS (A.A. 05-105)**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>	
		<b>HOURS</b>	<b>CREDIT</b>
ARH 1000 or	(AT 110) . . Art Appreciation . . . . .		3
MUL 1011	(MC 110) . . Music Appreciation . . . . .	(3)	
ENC 1103	(EH 101) . . Freshman Communications . . . . .		3
ENC 1136	(EH 102) . . Freshman Communications . . . . .		3
SOC 1200	(SS 101) . . Social Institutions . . . . .		3
POS 1001	(SS 102)* . . Political Institutions . . . . .		3
	Science . . . . .		7-8
MGF 1113	(MS 106) . . General Education Math I . . . . .		3
	(EH) . . . . . Literature . . . . .		12
HES 1000	(HH 101)** Perspectives on Healthful Living . . . . .		2
	Foreign Languages (Spanish or French) . . . . .		12
	(PE) . . . . . Physical Education . . . . .		2
	Electives*** . . . . .		9
			62-63

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

\*\*\*Suggested electives: PHI 1100 (LC 101), ORI 2000 (SP 203), ENC 2423 (EH 210).

**FOREIGN LANGUAGE (A.A. 05-201), FOREIGN LANGUAGE TEACHER (A.A. 05-202)**

Occupation aims of students specializing in Foreign Language are so varied that the faculty has found it advisable to arrange individual programs for each student instead of building a standard curriculum. Students expecting to complete a baccalaureate degree at a four-year college or university should study the Associate in Arts requirements and the requirements of the college where they intend to continue their education.

**EVALUATING PREVIOUS STUDY:**

The general evaluation of high school or preparatory school foreign language study runs at a ratio of 2:1. For example, two years of Spanish in high school will be considered the equivalent of one year in college. A student who has had 3 years of high school Spanish will be considered to have had the equivalent of 1-1/2 years of college Spanish.

## Communications

However, to satisfy the requirements for graduation from Palm Beach Junior College, a student may register for any language course regardless of how many years of foreign language he has studied in high school. However, for evaluation and accreditation of his language credits upon entering the university, he will be requested to compensate in some field for every hour of language credit he has repeated or duplicated at Palm Beach Junior College. These compensated credits must be obtained at Palm Beach Junior College or at the university.

### JOURNALISM (A.A. 05-104), PUBLIC RELATIONS (A.A. 05-107)

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)* Political Institutions . . . . .	3
	Science . . . . .	7 - 8
MGF 1113	(MS 106) . . General Education Math I . . . . .	3
	(PE) . . . . . Physical Education . . . . .	2
HES 1000	(HH 101)** Perspectives on Healthful Living . . . . .	2
	(EH) . . . . . Literature . . . . .	6
ARH 1000	(AT 110) . . Art Appreciation . . . . .	3
or		
MUL 1011	(MC 110) . . Music Appreciation . . . . . (3)	
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
SPC 1601	(SP 102) . . Public Speaking . . . . .	3
JOU 1100	(JM 101) . . Basic Writing for Mass Communications . . . . .	3
MMC 1000	(JM 102) . . Survey of Communications . . . . .	3
JOU 2103	(JM 201) . . Reporting or Writing Techniques . . . . .	3
PSY 2012	(PY 201) . . General Psychology . . . . .	3
	Electives . . . . .	9
		62-63

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

### SPEECH – DRAMA (A.A. 05-103)

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
	Science . . . . .	7 - 8
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
	(MC 131) . . Voice Class . . . . .	1
DAA 2160L	(PE 208) . . Interpretive Movement . . . . .	1
DAA 2161L	(PE 209) . . Advanced Interpretive Movement . . . . .	1
THE 1000	(SP 103) . . Introduction to the Theater . . . . .	3
THE 1025	(SP 104) . . Techniques of Dramatic Art . . . . .	3
TPA 1210	(SP 105) . . Fundamentals of Stagecraft . . . . .	3
TPA 1211	(SP 106) . . Advanced Stagecraft . . . . .	3
		31-32

## Communications

### SOPHOMORE YEAR

ARH 1000	(AT 110) . . . Art Appreciation . . . . .	3
or		
MUL 1011	(MC 110) . . . Music Appreciation . . . . .	(3)
	(EH) . . . . Literature . . . . .	6
HES 1000	(HH 101)* . . . Perspectives on Healthful Living . . . . .	2
MGF 1113	(MS 106) . . . General Education Math I . . . . .	3
PSY 2041	(PY 201) . . . General Psychology . . . . .	3
SPC 1601	(SP 102) . . . Public Speaking . . . . .	3
ORI 2000	(SP 203) . . . Oral Interpretation . . . . .	3
TPP 2100	(SP 202) . . . Acting . . . . .	3
SOC 1200	(SS 101) . . . Social Institutions . . . . .	3
POS 1001	(SS 102)** . . . Political Institutions . . . . .	3
		32

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

### SPEECH PATHOLOGY AND AUDIOLOGY (A.A. 05-109)

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	(AT 110) . . . Art Appreciation . . . . .	3
or		
MUL 1011	(MC 110) . . . Music Appreciation . . . . .	(3)
ENC 1103	(EH 101) . . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . . Freshman Communications . . . . .	3
	(PE) . . . . Physical Education . . . . .	2
PSY 2012	(PY 201) . . . General Psychology . . . . .	3
	Science . . . . .	7-8
SPC 1600	(SP 101) . . . Fundamentals of Speech . . . . .	3
SOC 1200	(SS 101) . . . Social Institutions . . . . .	3
POS 1001	(SS 102)* . . . Political Institutions . . . . .	3
		33-34

#### SOPHOMORE YEAR

APB 1190C	(BY 151) . . . Anatomy and Physiology I . . . . .	3
APB 1191C	(BY 152) . . . Anatomy and Physiology II . . . . .	3
	(EH) . . . . Literature . . . . .	3
HES 1000	(HH 101)** . . . Perspectives on Healthful Living . . . . .	2
MGF 1113	(MS 106) . . . General Education Math I . . . . .	3
DEP 2102	(PY 203) . . . Child Growth and Development . . . . .	3
SPC 1601	(SP 102) . . . Public Speaking . . . . .	3
	Electives*** . . . . .	9
		29

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

\*\*\*Six hours must be General Education.

## COURSE DESCRIPTIONS

### American Literature

**AML 2020 (EH 205) AMERICAN LITERATURE TO 1865**

[Prerequisite: ENC 1103 (EH 102) or equivalent] This course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3\*

**AML 2022 (EH 206) AMERICAN LITERATURE AFTER 1865**

[Prerequisite: ENC 1136 (EH 102) or equivalent] The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3-0-3\*

### English Composition

**ENC 1103 (EH 101) FRESHMAN COMMUNICATIONS**

Sections 1-49. This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3\*

**SECTIONS 50-59**

[Co-requisite REA 1103 (EH 115)] Reading Emphasis: The content of this course is essentially the same as ENC 1103 (EH 101), Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. Students passing this course go into ENC 1136 (EH 102), Sections 50-59. 3-0-3\*

**SECTIONS 60-69**

Writing Emphasis: This course is essentially the same as ENC 1103 (EH 101), Sections 1-49 except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into ENC 1136 (EH 102), Sections 60-69. 3-0-3\*

**SECTIONS 70-79**

[Co-requisite REA 1103 (EH 115)] Reading and Writing Emphasis: Essentially this course is the same as ENC 1103 (EH 101), Sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into ENC 1136 (EH 102), Sections 70-79. 3-0-3\*

**SECTIONS 80-89**

Advanced Freshman Communications: The aims of this course are basically the same as those of ENC 1103 (EH 101), Sections 1-49 except that emphasis is given to the study, technique, and practice of creative expression. Students who score in the upper 15 percentile on the reading and writing placement tests are enrolled in these advanced sections. 3-0-3\*

**ENC 1136 (EH 102) FRESHMAN COMMUNICATIONS****SECTIONS 1-49**

[Prerequisite: ENC 1103 (EH 101) or equivalent] This course consists of three units which introduce the students to the role of language in thought and action: (1) Language and Thought, (2) Persuasion (argument and logic), and (3) Mass Media of Communication. The concern here is with the development of student ability to read critically and to write effectively. 3-0-3\*

\*Lecture-Lab-Credit Hours

## **Communications**

Research paper techniques are taught in both ENC 1103 (EH 101) and ENC 1136 (EH 102).

### **SECTIONS 50-79**

[Prerequisites: ENC 1103 (EH 101), Sections 50-79] This course is a continuation of ENC 1103 (EH 101), Sections 50-79, and is basically the same as other sections of ENC 1136 (EH 102), except that it provides emphasis for those students who need continuing special help in writing and reading. Sections 50-59 and 70-79 have REA 1156 (EH 116) as a co-requisite. 3-0-3\*

### **SECTIONS 80-89 (ADVANCED COURSE FOR ENC 1136 (EH 102)**

[Prerequisites: ENC 1103 (EH 101), Sections 80-89. Advanced Freshman Communications or equivalent] This course is a continuation of ENC 1103 (EH 101), Sections 80-89, and is basically the same as other sections of ENC 1136 (EH 102), except that emphasis is given to creative expression. 3-0-3\*

### **ENC 1313 (EH 110) TECHNICAL WRITING**

[Prerequisite: ENC 1103 (EH 101) or equivalent] Technical writing offers critical work in preparation of manuals, reports, and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. 3-0-3\*

### **ENC 2423 (EH 210) ADVANCED COMPOSITION**

[Prerequisite: ENC 1136 (EH 102) or equivalent or permission of Department Chairperson] This is a course in writing which emphasizes style and styles of writing. The work includes analysis of a wide range of literary types and concrete instruction in effective devices. The writing assignments are structured to help the student control and develop his own style. To that end he writes upon assignment both original and imitative pieces. 3-0-3\*

## **English — General**

### **ENG 2910 (EH 211) INTRODUCTION TO RESEARCH MATERIALS**

[Prerequisite: Permission of Director of Learning Resources Center] This course comprises the first 6 units of a directed individual study and will include taped lectures; self-tests; written, guided library studies; and formal examinations. The course material presents basic information sources. 1-0-1\*

### **ENG 2911 (EH 212) INTRODUCTION TO RESEARCH MATERIALS**

[Prerequisites: Permission of Director of Learning Resources Center and successful completion of ENG 2910 (EH 211)] This course comprises the second 16 units of a directed individual study and will include taped lectures; self-tests; written, guided library studies; and formal examinations. The course material presents advanced information sources. 1-0-1\*

### **ENG 2912 (EH 213) INTRODUCTION TO RESEARCH MATERIALS**

[Prerequisites: Permission of Director of Learning Resources Center and successful completion of ENG 2911 (EH 212)] This course comprises the third 16 units of a directed individual study and will include taped lectures; self-tests; written guided library studies; and formal examinations. The course material presents a comprehensive overview of information sources. 1-0-1\*

## **English Literature**

### **ENL 2015 (EH 201) ENGLISH LITERATURE TO 1660**

[Prerequisite: ENC 1136 (EH 102) or equivalent] This course is a study of significant writings produced in the British Isles from the time of the Anglo-Saxons to 1660. 3-0-3\*

### **ENL 2020 (EH 202) ENGLISH LITERATURE AFTER 1660**

[Prerequisite: ENC 1136 (EH 102) or equivalent] This course is a study of significant writings produced in the British Isles from 1660 to the present. 3-0-3\*

\* Lecture-Lab-Credit Hours

**French Language****FRE 1100 (FH 101) ELEMENTARY FRENCH**

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\*

**FRE 1101 (FH 102) ELEMENTARY FRENCH**

[Prerequisite: FRE 1100 (FH 101) or equivalent] This course is a continuation of FRE 1100 (FH 101). It continues the study of basic grammar, composition, and pronunciation. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\*

**FRE 2200 (FH 201) INTERMEDIATE FRENCH (Offered only in Fall Term)**

[Prerequisite: FRE 1101 (FH 102) or equivalent] This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with practice in written exercises and conversation. The language laboratory is optional for intermediate students. 3-0-3\*

**FRE 2201 (FH 202) INTERMEDIATE FRENCH (Offered Only in Winter Term)**

[Prerequisite: FRE 2200 (FH 201) or equivalent] This is a continuation of FRE 2200 (FH 201) and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3-0-3\*

**Journalism****JOU 1100 (JM 101) BASIC WRITING FOR MASS COMMUNICATIONS**

This is a course in the fundamentals of news evaluation, news gathering, and news writing. Basic instruction in lead writing, organizing of stories, avoiding libel, and ethics in reporting and writing are stressed. Required for journalism majors. 3-0-3\*

**JOU 2103 (JM 201) REPORTING AND WRITING TECHNIQUES**

[Prerequisite JOU 1100 (JM 101) or equivalent or permission of Department Chairperson] This course places special emphasis on techniques of writing specific types of articles, including news, features, sports, and editorials. 3-0-3\*

**Literatures****LT 2215 (EH 203) WORLD LITERATURE TO 1600**

[Prerequisite: ENC 1136 (EH 102) or equivalent] A study of selected works of the ancient, medieval, and renaissance worlds. 3-0-3\*

**LT 2224 (EH 204) WORLD LITERATURE AFTER 1600**

[Prerequisite: ENC 1136 (EH 102) or equivalent] This course is a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3\*

**Mass Media Communications****IMC 1000 (JM 102) SURVEY OF COMMUNICATIONS**

This course surveys the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. Required for journalism majors. 3-0-3\*

## **Communications**

### **Oral Interpretation**

#### **ORI 2000 (SP 203) ORAL INTERPRETATION**

This course emphasizes the basic principles of oral interpretation as applied to the interpretation of prose, drama and poetry. Primarily it strives to teach the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater as well as individual interpretation is studied. Recitals to which other students and guests may be invited are an important part of this course. 3-0-3\*

## **Philosophy**

#### **PHI 1000 (PI 101) INTRODUCTION TO PHILOSOPHY (Taught in Social Science Department)**

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. 3-0-3\*

#### **PHI 1100 (LC 101) THE ART OF THINKING (Taught in Communications Department)**

The principal objects of this course are to help the student think with more accuracy, clarity and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3\*

#### **PHI 1600 (PI 102) ETHICS (Taught in Social Science Department)**

This course involves a rigorous and systematic inquiry into man's moral behavior with the purpose of discovering the rules that ought to govern human action and the goals that are worth seeking in human life, using Ethics as a science of conduct. 3-0-3\*

## **Reading**

#### **REA 1103 (EH 115) READING IMPROVEMENT I**

[Co-requisite: ENC 1103 (EH 101) – Sections 50-59 or 70-79] This reading course is designed for students who desire to improve their reading habits and skills. Personalized instruction in vocabulary improvement, study skills, essentials of comprehension and rate of comprehension are emphasized. The student uses a variety of materials as he participates in group activities and in the individualized reading laboratory program. 3-0-3\*

#### **REA 1156 (EH 116) READING IMPROVEMENT II**

[Co-requisite: ENC 1136 (EH 102) – Sections 50-59 or 70-79] This course is a continuation of REA 1103 (EH 115). It is a developmental reading course in which the student participates in group and individual activities designed to increase his reading ability in the areas of his special need. Areas emphasized include: vocabulary, comprehension, rate of comprehension, and study skills. 3-0-3\*

## **Reading Education**

#### **RED 1219 (EH 114) PHONICS**

This course is designed to develop the phonics skills needed as a basis for the teaching of reading. Phoneme-grapheme (sound-symbol) relationships will be emphasized. The use of structural analysis and/or context clues in combination with a phonetic attack in word-recognition will also be investigated. 3-0-3\*

## **Speech Communication**

#### **SPC 1600 (SP 101) FUNDAMENTALS OF SPEECH**

This course aims to train the student in the basic principles and techniques involved in effective speaking communication. The student develops poise and confidence through

\* Lecture-Lab-Credit Hours

constant practice in presenting various materials via many speech communication experiences. The emphasis also lies on individual development and improvement. 3-0-3\*

**SPC 1601 (SP 102) PUBLIC SPEAKING**

[Prerequisite SPC 1600 (SP 101) or equivalent or permission of the Department Chairperson] This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford, in the main, extensive practice in the more specialized types of speech communication experiences most common to those who frequently are called upon to give speeches in public. 3-0-3\*

**SPC 2520 (SP 201) DISCUSSION AND DEBATE**

The function of group discussion and debate in a democratic society. Methods of argumentation, including case preparation, briefing, research, refutation and logical elements of persuasion. 3-0-3\*

**Spanish Language****SPN 1100 (SH 101) ELEMENTARY SPANISH**

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and cultures of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\*

**SPN 1101 (SH 102) ELEMENTARY SPANISH**

[Prerequisite: SPN 1100 (SH 101) or equivalent] The course is a continuation of SPN 1100 (SH 101). The objectives are to continue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\*

**SPN 2200 (SH 201) INTERMEDIATE SPANISH (Offered only in Fall Term)**

[Prerequisite: SPN 1101 (SH 102) or equivalent] Objectives of this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3-0-3\*

**SPN 2201 (SH 202) INTERMEDIATE SPANISH (Offered only in Winter Term)**

[Prerequisite: SPN 2200 (SH 201) or equivalent] The course is a continuation of SPN 2200 (SH 201). The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3-0-3\*

**Theater****THE 1000 (SP 103) INTRODUCTION TO THE THEATER**

This course presents a general approach to the organization to the theater especially designed to develop the student's knowledge and appreciation of the theater arts through an historic and contemporary study of the drama. 3-0-3\*

**THE 1025 (SP 104) TECHNIQUES OF DRAMATIC ART**

This course is a study of the theater showing the relationships of the various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3-0-3\*

## **Communications**

## **Theater Production and Administration**

### **TPA 1210 (SP 105) FUNDAMENTALS OF STAGECRAFT**

This course presents lectures and practical laboratory experience in the construction, painting and handling of scenery; costume construction; makeup; and the making of properties. It stresses individual and group participation in the complete production of plays with special emphasis on the duties of the technical worker in today's theater. 3-0-3\*

### **TPA 1211 (SP 106) ADVANCED STAGECRAFT**

This course is a continuation of TPA 1210 (SP 105) with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets and sets for production along with the principles of stage lighting as it affects painted scenery, stage makeup, costume colors and materials and as it contributes to the overall effect of a production. 3-0-3\*

## **Theater Performance and Performance Training**

### **TPP 2100 (SP 202) ACTING**

[Prerequisite: THE 1025 (SP 104) or special permission of Department Chairperson] A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization and motivation is given. Students will present scenes from plays as classroom exercises. 3-0-3\*



\* Lecture-Lab-Credit Hours

# Data Processing

**FACULTY:** Washburn (Chairperson), Baldree.

**MAJORS:** Computer Technology (A.S.); Computer Science, Systems Engineering (A.A.); Computer Science, Scientific (A.A.); Computer Science, Business Option (A.A.)

**COURSE PREFIXES:** COC, COP (DP)

**PROGRAMS:**

**COMPUTER TECHNOLOGY (A.S. 06-126)**

COURSE	TITLE	SEMESTER HOURS	CREDIT
ARH 1000 or MUL 1011	(AT 110) ... Art Appreciation .....	3	
ACC 1001	(MC 110) ... Music Appreciation .....	(3)	
ACC 1021	(BA 101) ... Principles of Accounting I .....	3	
COC 1300	(BA 102) ... Principles of Accounting II .....	3	
COC 1100	(DP 102) ... Computer Theory .....	3	
COP 2400C	(DP 100) ... Introduction to Computers .....	3	
ENC 1103	(DP 202) ... Computer Programming I .....	3	
ENC 1136	(EH 101) ... Freshman Communications .....	3	
MGF 1113	(EH 102) ... Freshman Communications .....	3	
SOC 1200	(MS 106) ... General Education Math I .....	3	
	(PE) ... Physical Education .....	2	
	(SS 101) ... Social Institutions .....	3	
		<hr/>	32



## Data Processing

### SOPHOMORE YEAR

ECO 2013	(BA 204) . . .	Principles of Economics I . . . . .	3
ECO 2023	(BA 205) . . .	Principles of Economics II . . . . .	3
COC 1110	(DP 105) . . .	Structured Programming . . . . .	3
CAP 2001	(DP 205) . . .	Business Programming - COBOL . . . . .	3
COP 2401C	(DP 206) . . .	Computer Programming II . . . . .	3
COP 2610C	(DP 210) . . .	Advanced Computer Systems . . . . .	2
COC 2301	(DP 203) . . .	Systems and Applications . . . . .	3
	(EH) . . . . .	Literature . . . . .	3
HES 1000	(HH 101)* . . .	Perspectives on Healthful Living . . . . .	2
STA 2014	(MS 208) . . .	Statistics . . . . .	3
POS 1001	(SS 102)** . . .	Political Institutions . . . . .	3
			31

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

## COMPUTER SCIENCE (A.A. 06-127)

(Systems Engineering)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	(AT 110) . . . Art Appreciation . . . . .	3
or		
MUL 1011	(MC 110) . . . Music Appreciation . . . . .	(3)
CHM 1045	(CY 101) . . . General Chemistry I . . . . .	3
CHM 1046C	(CY 102) . . . General Chemistry II . . . . .	4
COC 1300	(DP 102) . . . Computer Theory . . . . .	3
COP 2400C	(DP 202) . . . Computer Programming I . . . . .	3
ENC 1103	(EH 101) . . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . . Freshman Communications . . . . .	3
ENG 1130C	(EG 101) . . . Engineering Graphics I . . . . .	2
EGN 1001	(EG 110) . . . Engineering Problems & Orientation . . . . .	1
MAC 2411	(MS 204) . . . Calculus I . . . . .	3
MAC 2412	(MS 205) . . . Calculus II . . . . .	3
	(PE) . . . . . Physical Education . . . . .	2
		33

### SOPHOMORE YEAR

CHM 1047C	(CY 103) . . . General Chemistry III . . . . .	4
PHY 2040C	(PH 205) . . . General Physics with Calculus I . . . . .	4
PHY 2041C	(PH 206) . . . General Physics with Calculus II . . . . .	4
MAC 2413	(MS 206) . . . Calculus III . . . . .	4
COC 1110	(DP 105) . . . Structured Programming . . . . .	3
COP 2401C	(DP 206) . . . Computer Programming II . . . . .	3
	(EH) . . . . . Literature . . . . .	3
HES 1000	(HH 101)* . . . Perspectives on Healthful Living . . . . .	2
SOC 1200	(SS 101) . . . Social Institutions . . . . .	3
POS 1001	(SS 102)* . . . Political Institutions . . . . .	3

33

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

## COMPUTER SCIENCE (A.A. 06-127)

(Scientific)

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
CHM 1045	(CY 101) . . General Chemistry I . . . . .	3
CHM 1046C	(CY 102) . . General Chemistry II . . . . .	4
COC 1300	(DP 102) . . Computer Theory . . . . .	3
COP 2400C	(DP 202) . . Computer Programming I . . . . .	3
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
	(PE) . . . . . Physical Education . . . . .	2
BSC 1012	(BY 100) . . Principles of Biology . . . . .	3
ZOO 1010	(BY 102) . . General Zoology Lecture . . . . .	3
ZOO 1010L	(BY 104) . . General Zoology Laboratory . . . . .	1
MAC 1104	(MS 111) . . College Algebra . . . . .	3
MAC 1144	(MS 121) . . Trigonometry & Analytic Geometry . . . . .	3
		<u>34</u>

## SOPHOMORE YEAR

ARH 1000 or	(AT 110) . . Art Appreciation . . . . .	3
MUL 1011	(MC 110) . . Music Appreciation . . . . . (3)	
HM 1047C	(CY 103) . . General Chemistry III . . . . .	4
HY 2020C	(PH 201) . . General Physics I . . . . .	4
HY 2021C	(PH 202) . . General Physics II . . . . .	4
OC 1110	(DP 105) . . Structured Programming . . . . .	3
OP 2401C	(DP 206) . . Computer Programming II . . . . .	3
	(EH) . . . . . Literature . . . . .	3
ES 1000	(HH 101)* . Perspectives on Healthful Living . . . . .	2
OC 1200	(SS 101) . . Social Institutions . . . . .	3
OS 1001	(SS 102)** . Political Institutions . . . . .	3
		<u>32</u>

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.



# Data Processing

## COMPUTER SCIENCE (A.A. 06-127)

(Business Option)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000 or MUL 1011	(AT 110) . . Art Appreciation . . . . .	3
ACC 1001	(MC 110) . . Music Appreciation . . . . . (3)	3
ACC 1021	(BA 101) . . Principles of Accounting I . . . . .	3
COC 1110	(BA 102) . . Principles of Accounting II . . . . .	3
COC 1300	(DP 105) . . Structured Programming . . . . .	3
COP 2400C	(DP 102) . . Computer Theory . . . . .	3
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
HES 1000	(HH 101)* . Perspectives on Healthful Living . . . . .	2
MAC 1104	(MS 111) . . College Algebra . . . . .	3
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
(PE) . . . . .	Physical Education . . . . .	2
		<u>34</u>

### SOPHOMORE YEAR

ECO 2013	(BA 204) . . Principles of Economics I . . . . .	3
ECO 2023	(BA 205) . . Principles of Economics II . . . . .	3
COC 2301	(DP 203) . . Systems and Applications . . . . .	3
CAP 2001	(DP 205) . . Business Programming — COBOL . . . . .	3
COP 2401C	(DP 206) . . Computer Programming II . . . . .	3
	(EH) . . . . . Literature . . . . .	3
	Science . . . . .	7
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)** . Political Institutions . . . . .	3
		<u>31</u>

\*HES 212 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

### COMPUTER OPERATOR (CT 06-128)

This program prepares the student for a job as a computer operator. It emphasizes machine operation and concentrates on equipment handling.

COURSE	TITLE	SEMESTER HOURS CREDIT
BA 100	Introduction to Business . . . . .	3
BA 101	Principles of Accounting I . . . . .	3
BE 100	Office Machines . . . . .	2
DP 100	Introduction to Computers . . . . .	3
DP 102	Computer Theory . . . . .	3
DP 105	Structured Programming . . . . .	3
DP 202	Computer Programming I . . . . .	3
DP 205	Business Programming — OCBOL . . . . .	3
EH 101	Freshman Communications . . . . .	3
MS 106	General Education Math I . . . . .	3
PE	Physical Education . . . . .	2
		<u>31</u>

## COURSE DESCRIPTIONS

### Computer Concepts

#### COC 1300 (DP 102) COMPUTER THEORY

An introductory course in the principles of the computer. It covers number theory, computer organization and machine language programming. The major objective is to enable the student to program and operate a digital computer in the machine language. 3-0-3\*

### Computer Programming

#### COP 2110 (MS 210) MATHEMATICAL PROGRAMMING (Taught in Mathematics Department)

[Prerequisite: MAC 1104 (MS 111) or higher] This course introduces the student to flow-charting techniques and to the programming of mathematical problems in Fortran IV. Emphasis is on the algorithmic approach. 2-0-2\*

#### COP 2400C (DP 202) COMPUTER PROGRAMMING I

[Prerequisite: COC 1300 (DP 102)] This course will stress programming in the assembler language. It will also stress the use of subroutines and macros and introduce input and output control system programming. Disc and tape concepts will be used throughout. 2-2-3\*

#### COP 2401C (DP 206) COMPUTER PROGRAMMING II

[Prerequisite: COP 2400C (DP 202)] This course will stress programming involving disc concepts and input/output control systems. The full range of programming concepts will be studied, including monitors and operating systems with an introduction to the virtual memory operating system. 2-2-3\*

#### OP 2610C (DP 210) ADVANCED COMPUTER SYSTEMS

[Prerequisite: COP 2400C (DP 202)] This course illustrates the changes in computer concepts in both software and hardware. It illustrates principles relating to operating systems, language syntax, real time applications and micro-programming. Field trips to local installations will be arranged. 1-2-2\*

#### COC 1100 (DP 100) INTRODUCTION TO COMPUTERS

An introduction to what computers are, how they are used, and how they affect everything from the average citizen up to and including how they affect big business. The course will focus on the topic of computer applications but will also include topics such as data representation, terminology, I/O devices, stored program concepts, and computer languages. 3-0-3\*

#### COC 1110 (DP 105) STRUCTURED PROGRAMMING

The prerequisite, COC 1300 (DP 102), teaches the concept of structured programming. It emphasizes the use of control graphs, basic structures, logic structures using pseudo-code, and functional structure charts. The course stresses the importance of program segmentation and top-down walk-through. 3-0-3\*

#### OC 2301 (DP 203) SYSTEMS AND APPLICATIONS

A course which utilizes system analysis techniques for the solution of business data processing problems. It will include modern analysis techniques such as decision tables, CPM, PERT, as well as value analysis methods. It will also illustrate information theory concepts and how data base and data management techniques can be employed. 3-0-3\*

#### AP 2001 (DP 205) BUSINESS PROGRAMMING – COBOL

[Prerequisite: COC 1300 (DP 102)] This course introduces the COBOL language. It includes language structure and application relating to business programming. 2-2-3\*

#### COC 2930 (DP 298) SPECIAL TOPICS IN DATA PROCESSING

[Prerequisite: Permission of instructor] This course will focus on advanced and specialized topics in data processing that would be of interest to advanced students and persons already employed in the data processing community. 3-0-3\*

Lecture-Lab-Credit Hours

# Dental Health Services

**FACULTY:** Hutchins (Chairperson), Benedict, Deitrick, Krumm, MacPherson (Assistant Chairperson), McDonald, Piermattei, Smythe, Toomath, Trichler, Weisenborn.

**MAJORS:** Dental Hygiene, Dental Laboratory Technology, Dental Assisting.

**COURSE PREFIXES:** DEA, DEH, DES, DTE (DA, DS, DT)

**PROGRAMS:**

**DENTAL HYGIENE, (A.S. 07-151)**

This program is accredited by the Council on Dental Education of the American Dental Association and is approved by the Florida State Board of Dental Examiners. Please refer to Admission Requirements.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
APB 1190C	(BY 151) . . Anatomy & Physiology I . . . . .	3		
APB 1191C	(BY 152) . . Anatomy & Physiology II . . . . .		3	
MCB 1000C	(BY 156) . . Microbiology . . . . .			3
CHM 1015	(CY 100) . . Principles of Chemistry . . . . .	3		
DES 1000	(DS 102) . . Dental Anatomy . . . . .	3		
DEH 1120	(DS 103) . . General & Oral Histology . . . . .			2
DES 1200C	(DS 104) . . Dental Radiology . . . . .			2
DEH 1000	(DS 106) . . Oral Hygiene . . . . .	1		
DEH 1800C	(DS 110) . . Clinical Dental Hygiene I . . . . .	3		
DEH 1802C	(DS 111) . . Clinical Dental Hygiene II . . . . .			4
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3		
ENC 1136	(EH 102) . . Freshman Communications . . . . .			3
HUN 1012	(HE 105) . . Nutrition for Dental Health Services . . . . .			3
	(PE) . . . . .	1		1
PSY 2012	(PY 201) . . General Psychology . . . . .			3
		17	17	7

**SOPHOMORE YEAR**

DES 1100C	(DA 105) . . Elements of Dental Materials . . . . .	3
DEH 1303	(DS 105) . . Pharmacology . . . . .	1
DEH 2400	(DS 202) . . General & Oral Pathology . . . . .	2
DEH 2701	(DS 203) . . Public Health & Preventive Dentistry . . . . .	1
DEH 2830	(DS 206) . . Practice Administration . . . . .	1
DEH 2712C	(DS 207) . . Dental Health Education . . . . .	2
DEH 2501	(DS 208) . . Clinical Observation . . . . .	1
DEH 2501L	(DS 209) . . Laboratory for DEH 2501 (DS 208) . . . . .	1
DEH 2806C	(DS 210) . . Clinical Dental Hygiene III . . . . .	6
DEH 2808C	(DS 215) . . Clinical Dental Hygiene IV . . . . .	5
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
POS 1001	(SS 102)* . . Political Institutions . . . . .	3
		14
		15

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

## DENTAL LABORATORY TECHNOLOGY (A.S. 07-152)

This two-year curriculum includes all the areas of instruction as defined by the Council on Education of the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society. This program is accredited by the Council on Dental Education of the American Dental Association.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
MAN 1700	(BA 100)* . Introduction to Business .....	3	
CHM 1015	(CY 100) . Principles of Chemistry .....	3	
HES 1100C	(DA 105) . Elements of Dental Materials .....	3	
HES 1000C	(DS 102) . Dental Anatomy .....	3	
OTE 1100C	(DT 100) . Complete Denture Techniques I .....	4	
OTE 1000	(DT 101) . Orientation & Terminology .....	1	
OTE 1101C	(DT 102) . Complete Denture Techniques II .....		4
OTE 1110C	(DT 103) . Cast Inlay Techniques .....	2	
OTE 1120C	(DT 106) . Partial Denture Techniques I .....	2	
ENC 1103	(EH 101) . Freshman Communications .....	3	
ENC 1136	(EH 102) . Freshman Communications .....		3
	(PE) . . . Physical Education .....	1	
		16	16

## SOPHOMORE YEAR

TE 1150C	(DT 104) . . Crown & Bridge Technique I .....	5
TE 1200	(DT 107) . . Jurisprudence & Professional Relations .....	1
TE 1140C	(DT 110) . . Ceramic Techniques .....	7
TE 2130C	(DT 202) . . Special Prosthesis .....	2
TE 2151C	(DT 204) . . Crown & Bridge Technique II .....	4
TE 2121C	(DT 206) . . Partial Denture Technique II .....	2
HES 1000	(HH 101)** Perspectives on Healthful Living .....	1
	(PE) . . . Physical Education .....	3
DC 1200	(SS 101) . . Social Institutions .....	
DS 1001	(SS 102)*** Political Institutions .....	3
		17
		15

\*MAN 2770 (BA 211) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

\*\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.



# Dental Health Services

## DENTAL ASSISTING PROGRAM (Certificate Program)

This course begins with the Spring II Term and covers a period of two terms plus both sessions of the Spring Term. It is accredited by the American Dental Association Council on Dental Education. In order to utilize the forty-week period in special studies, typewriting is not included in the curriculum but is a co-requisite to the course and proficiency is required for graduation.

COURSE	TITLE	SEMESTER HOURS CREDIT			
		Spring II	Fall	Winter	Spring I
DEA 1010 (DA 100)	Introduction to Dental Assisting .....	1			
DEA 1020 (DA 102)	Preclinical Orientation I .....	3			
DEA 1120 (DA 104)	Related Dental Theory .....		3		
DES 1100C (DA 105)	Elements of Dental Materials .....			3	
DEA 1200 (DA 106)	Dental Office Practice Management .....			3	
DEA 1820C (DA 108)	Intraoral Auxiliary Procedures I .....	2			
DEA 1821C (DA 109)	Intraoral Auxiliary Procedures II .....			2	
DEA 1800C (DA 110)	Clinical Practice I .....		4		
DEA 1801C (DA 111)	Clinical Practice II .....			4	
DEA 1802C (DA 112)	Clinical Practice III .....				6
DES 1000C (DS 102)	Dental Anatomy .....	3			
DES 1200C (DS 104)	Dental Radiology .....	2	3		
ENC 1103 (EH 101)	Freshman Communications .....		3		
PSY 2041 (PY 201)	General Psychology .....			3	
SPC 1600 (SP 101)	Fundamentals of Speech .....			3	
		6	15	18	6

## COURSE DESCRIPTIONS

### Dental Assisting

#### DEA 1010 (DA 100) INTRODUCTION TO DENTAL ASSISTING

This course presents, through lecture and student participation, the goals, objectives, ethics, terminology, legal responsibilities, areas of service, and career opportunities of the dental assistant. It identifies the professional organizations and resources available to the dental assistant. 1-0-1\*

#### DEA 1020C (DA 102) PRECLINICAL ORIENTATION

This course presents lecture and practical experience in the identification of instruments, equipment and materials commonly used in the dental environment. Students will participate in sterilizing procedures for instruments, care and maintenance of equipment, taking and recording patient information. 2-3-3\*

#### DEA 1120 (DA 104) RELATED DENTAL THEORY

This course is designed for familiarization of common drugs and medicaments; pharmacological properties, therapeutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow pertaining thereto. 3-0-3\*

#### DEA 1200 (DA 106) DENTAL OFFICE PRACTICE MANAGEMENT

Study of the methods by which the dental office/dental clinic are administered. Areas of study relevant to the responsibilities of the dental assistant will include: human relationships and interaction, patient psychology; record keeping, i.e., daily records, appointments, collections, billing, income and social security taxes, recall systems, third party

\*Lecture-Lab-Credit Hours

# Dental Health Services

payment forms, office and dental supplies inventory; office housekeeping and maintenance. 3-0-3\*

## DEA 1800C (DA 110) CLINICAL PRACTICE I

The dental assistant student will participate in clinical experience involving patients and dentists performing all functions required of a dental assistant in office/clinic setting. Student will have additional assignment responsibilities in areas of radiology, team leadership, sterilization, clinical observation, patient reception and office observation. Lecture hours are utilized to present advanced theory. 2-6-4\*

## DEA 1801C (DA 111) CLINICAL PRACTICE II

Continuation of DEA 1800C (DA 110). 2-6-4\*

## DEA 1802C (DA 112) CLINICAL PRACTICE III

Continuation of DEA 1800C (DA 110) and also includes a supervised externship program. utilizing the private dental office, experience and lecture. 2-12-6\*

## DEA 1820C (DA 108) INTRAORAL AUXILIARY PROCEDURES I

Introductory course designed to offer student participation in specified intraoral procedures. 1-3-2\*

## DEA 1821C (DA 109) INTRAORAL AUXILIARY PROCEDURES II

Continuation of DEA 1820C (DA 108). 1-3-2\*

## Dental Hygiene

### DEH 1000 (DS 106) ORAL HYGIENE

This course is designed as an introduction to the duties of the dental hygienist in oral hygiene care. Emphasis is placed on the preventive procedures which can be performed by the dental hygienist, and the patient, to decrease the incidence of oral disease. Included in the course is information on the composition, etiology, removal and prevention of soft deposits, hard deposits, and stains. The etiology of periodontal disease and dental caries will also be discussed. 1-0-1\*

### DEH 1120 (DS 103) GENERAL AND ORAL HISTOLOGY

This course offers a detailed study of the minute structure of the tissues of the body with particular reference to the teeth and supporting tissues. These lectures will cover the morphology of different tissues, early embryonic development, and histologic features of the structures of the oral cavity with emphasis on those areas of particular interest to the dental hygienist. 2-0-2\*

### DEH 1303 (DS 105) PHARMACOLOGY

The objectives of this course is to familiarize hygiene students with the basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutical preparations used in dentistry. 1-0-1\*

### EH 1800C (DS 110) CLINICAL DENTAL HYGIENE I

The objectives of this course are to instruct the student in the techniques of instrumentation and polishing of teeth utilizing the dental manikin and transferring the procedures to human patients. Instrument techniques must be mastered before a student may go on to clinical practice. This course also includes sterilization techniques, medical history procedures, fluoride theory, dental charting, instrument sharpening and general clinic procedures. 1-6-3\*

### EH 1802C (DS 111) CLINICAL DENTAL HYGIENE II

[Prerequisite: A grade of "C" or above is required in Clinical Dental Hygiene courses DEH 1800C (DS 110), DEH 1802C (DS 111), DEH 2806C (DS 210), DEH 2808C (DS 215).] Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical supervisor and staff. This course will also include practical experience in dental radiology. 1-9-4\*

## **Dental Health Services**

### **DEH 2400 (DS 202) GENERAL AND ORAL PATHOLOGY**

This course is an introduction to general pathology with consideration of the more common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures, and the relation of these conditions to systemic disturbances. 2-0-2\*

### **DEH 2501 (DS 208) CLINICAL OBSERVATIONS**

This course will include a series of clinical lecture-demonstrations in the fields of: restorative dentistry, periodontia, oral diagnoses, orthodontia, pedodontia, oral surgery, anesthesia and endodontics. These observations are for the purpose of giving the student a better understanding of the various specialized fields of dentistry and their relation to dental hygiene. Also included is instruction in dental office emergencies. 1-0-1\*

### **DEH 2501L (DS 209) LABORATORY FOR DEH 2501 (DS 208)**

Patient related functions, instruction and experience in chairside dental assisting. 0-3-1\*

### **DEH 2701 (DS 203) PUBLIC HEALTH AND PREVENTIVE DENTISTRY**

A study of present day philosophy and practices of Public Health and Public Health Dentistry. A study of the newest concepts of Preventive Dentistry, its meanings and aims and the responsibilities of the dental hygienist in this field of practice. 1-0-1\*

### **DEH 2712C (DS 207) DENTAL HEALTH EDUCATION**

This is a series of lectures to familiarize the dental hygienist with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups, and office patients. 1-2-2\*

### **DEH 2806C (DS 210) CLINICAL DENTAL HYGIENE III**

This course is a continuation of Clinical Dental Hygiene II. 2-12-6\*

### **DEH 2808C (DS 215) CLINICAL DENTAL HYGIENE IV**

This course is a continuation of Clinical Dental Hygiene III. 1-2-5\*

### **DEH 2830 (DS 206) PRACTICE ADMINISTRATION**

This course is concerned with the principles of dental ethics and economics as it relates to the dental hygienist. The course will also include a study of jurisprudence, dental hygiene history, and office procedures. 1-0-1\*

## **Dental Support**

### **DES 1000C (DS 102) DENTAL ANATOMY**

The study of the structure, morphology, and function of the primary and permanent dentitions. Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 2-2-3\*

### **DES 1100C (DA 105) ELEMENTS OF DENTAL MATERIALS**

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. 2-3-3\*

### **DES 1200C (DS 104) DENTAL RADIOLOGY**

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting X-rays. Laboratory procedures will include application of these techniques in clinical practice. 1-2-2\*

## **Dental Lab Technology**

### **DTE 1000 (DT 101) ORIENTATION AND TERMINOLOGY**

The course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the

\* Lecture-Lab-Credit Hours

# Dental Health Services

dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1-0-1\*

## DTE 1100C (DT 100) COMPLETE DENTURE TECHNIQUES I

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts. The set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. 2-6-4\*

## DTE 1101C (DT 102) COMPLETE DENTURE TECHNIQUES II

Continuation of DTE 1100C (DT 100). 2-6-4\*

## DTE 1110C (DT 103) CAST INLAY AND CROWN TECHNIQUES

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourths crown, full and veneer-faced crowns. It also includes the methods of soldering. 1-2-2\*

## DTE 1120C (DT 106) PARTIAL DENTURE TECHNIQUES I

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction is covered. 1-3-2\*

## DTE 1150C (DT 104) CROWN AND BRIDGE TECHNIQUE I

Technical procedures required in the construction of fixed bridges from various types of impressions. 2-9-5\*

## DTE 1200 (DT 107) JURISPRUDENCE AND ETHICS

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1-0-1\*

## DTE 1140C (DT 110) CERAMICS

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization; also, it includes techniques for bonding procelain to metal in bridgework and the design and construction of thimble type restorations. 3-12-7\*

## DTE 2130C (DT 202) SPECIAL PROSTHESIS

A technical review of courses covered to acquaint the student with latest developments. An introduction to some of the unique procedures and specialities in dental laboratory technology. 1-2-2\*

## DTE 2121C (DT 206) PARTIAL DENTURE TECHNIQUES II

An advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. 2-6-4\*

## DTE 2151C (DT 204) CROWN AND BRIDGE TECHNIQUE II

Advanced techniques to include the use of various types of facings and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1-9-4\*

## **Engineering Technology**

# **Engineering Technology**

**FACULTY:** Rader (Chairperson), Book, Bussell, Carlos, Church, Cooper, Dypolt.

**MAJORS:**

**ASSOCIATE DEGREE PROGRAMS (A.S.)**

(Programs that can be completed at Palm Beach Junior College)

- Aerospace Technology
- Air Conditioning and Refrigeration Technology
- Building Construction Management
- Building Officials and Inspectors Program
- Drafting and Design Technology
- Electrical Distribution Technology
- Electronics Technology
- Fire Science Technology
- Land Surveying

**CERTIFICATE PROGRAMS**

(Programs that can be completed in less than two years at Palm Beach Junior College)

- Air Conditioning and Refrigeration Specialist
- Drafting Specialist
- Surveyor's Aid

**COLLEGE PARALLEL PROGRAMS (A.A.)**

- Building Construction
- Engineering (all branches)
- Industrial Arts (Teacher)

**COURSE PREFIXES:** ASC, ATF, BCN, CDA, EGN, ETC, ETD, ETE, ETG, ETI, ETM, FFP, MTB (AC, AS, BC, BI, CL, DG, EG, EL, FS, ML, TM)

**AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (A.S. 08-183)**

The Air Conditioning and Refrigeration Technology Program at Palm Beach Junior College begins with the most basic and fundamental concepts of theory and practice and progresses into the more technically advanced area. Some General Education courses are included in the curriculum. Upon completion of the course of study, the graduate will be qualified to enter any of the many possible vocations found in the rapidly growing fields of air conditioning and refrigeration today.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ETE 1001C (AC 104) . . .	Essentials of Electricity . . . . .	4	
ETM 1613C (AC 111) . . .	Principles of Refrigeration . . . . .	3	
ETM 1600C (ML 122) . . .	Air Conditioning Shop . . . . .	3	
MTB 1321 (TM 103) . . .	Technical Mathematics I . . . . .	3	
ENC 1103 (EH 101) . . .	Freshman Communications . . . . .	3	
ETM 1610C (AC 112) . . .	Principles of Air Conditioning . . . . .		3
ETM 1614C (AC 125) . . .	Refrigeration Cycles & Systems . . . . .		3
ETD 1501C (DG 108) . . .	Drafting for Air Conditioning . . . . .		2
MTB 1322 (TM 104) . . .	Technical Mathematics II . . . . .		3
ENC 1136 (EH 102) . . .	Freshman Communications . . . . .		3
(PE) . . . . .	Physical Education . . . . .		1
		16	15

# Engineering Technology

## SOPHOMORE YEAR

ETM 2630	(AC 211)	.. Air Conditioning Systems .....	3
ETM 2633	(AC 212)	.. Commercial Refrigeration Systems .....	3
ETM 2650C	(AC 214)	.. Control Systems for Refrigeration and Air Conditioning .....	4
ETM 2750C	(AC 224)	.. Planning of Air Conditioning Systems .....	3
HES 1400	(HH 103)	.. Standard First Aid & Personal Safety .....	1
	(PE) .....	Physical Education .....	1
ETM 1612	(AC 134)	.. Heating and Ventilation .....	3
ETM 2660C	(AC 222)	.. Air Distribution and Layout .....	4
ETM 2671C	(AC 244)	.. Refrigeration Equipment of A-C Systems .....	3
AMH 2010	(HY 201)*	.. U.S. History to 1865 .....	3
ETI 2633	(ML 210)	.. Industrial Relationships .....	3
			15      16

\*POS 1001 (SS 102) or POS 2041 (PL 201) may be substituted.

## ASSOCIATE DEGREE PROGRAMS (A.S.):

### AEROSPACE TECHNOLOGY (A.S. 08-197)

Successful completion of this program is designed to qualify students for a commercial pilot's license.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ASC 1000	(AS 101) .. Air Science .....	3	
ASC 1640	(AS 111) .. Propulsion Systems .....		3
ASC 1100	(AS 122) .. Preflight and Navigation .....		3
ATF 1000	(AS 132)* .. Flight-Basic .....	2	
ATF 1100	(AS 133) .. Flight-Private .....		3
ENC 1103	(EH 101) .. Freshman Communications .....	3	
ENC 1136	(EH 102) .. Freshman Communications .....		3
	(PE) .. Physical Education .....	1	1
SOC 1200	(SS 101) .. Social Institutions .....	3	
MTB 1321	(TM 103) .. Technical Math I .....	3	
MTB 1322	(TM 104) .. Technical Math II .....		3
		15	16



# Engineering Technology

## SOPHOMORE YEAR

ASC 2690	(AS 201) ..	Airborne Communications .....	3
ASC 2005	(AS 221) ..	Aerospace and Air Travel .....	3
ASC 2550	(AS 211) ..	Aerodynamics .....	3
AFT 2200	(AS 232) ..	Flight-Commercial I .....	3
PSC 1513	(PS 101) ..	Physical Science I .....	3
PSC 1341	(PS 102) ..	Physical Science II .....	4
ASC 2110	(AS 222) ..	Advanced Air Navigation .....	3
AFT 2210	(AS 233) ..	Flight-Commercial II .....	3
AMH 2010	(HY 201)**	U.S. History to 1865 .....	3
HES 1000	(HH 101)***	Perspectives on Healthful Living .....	2
HES 1400	(HH 103) ..	Standard First Aid & Personal Safety .....	1
			<u>16</u>
			<u>15</u>

\*Flying hours in excess of those required for completion of ATF 1000 (AS 132), ATF 1100 (AS 133), AFT 2200 (AS 232), AFT 2210 (AS 233). A student who wishes to qualify for the FAA instrument rating should continue his program by enrolling in ATF 2300 (AS 234).

\*\*POS 2041 (PL 201) or POS 1001 (SS 102) may be substituted.

\*\*\*HES 2121 (HH 230) may be substituted.

## BUILDING CONSTRUCTION MANAGEMENT (A.S. 08-198)

This Building Construction curriculum is designed for persons currently employed in the construction business who wish to advance themselves in the management area. A student who wishes a certificate rather than an Associate in Science Degree may do so by completing only the Building Construction courses and qualifying for the Building Construction Experience credit.

### BUILDING CONSTRUCTION COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT	
BCN 1272	(BC 163) .. Building Construction Plans Interpretation ..	2	
BCN 1610	(BC 164) .. Building Construction Estimating Fundamentals .....	2	
BCN 1616	(BC 165) .. Building Construction Estimating Advanced ..	2	
BCN 1930	(BC 166) .. Building Construction, Special Topics .....	2	
BCN 1750	(BC 167) .. Building Construction Financing .....	2	
BCN 1721	(BC 180) .. Building Construction Planning & Cost Control	2	
BCN 1740	(BC 181) .. Building Construction Law .....	2	
BCN 2704	(BC 260) .. Building Construction Insurance .....	2	
BCN 2220	(BC 261) .. Building Construction Methods .....	2	
BCN 2712	(BC 282) .. Building Construction Supervision .....	2	
BCN 2941	(BC 283) .. Building Construction Experience .....	4	
			24

### ADDITIONAL COURSES REQUIRED FOR A.S. DEGREE

ETC 2321C	(CL 211) .. Surveying I .....	4
ETD 1110C	(DG 100) .. Introduction to Technical Drawing .....	2
BCN 2253C	(DG 206) .. Architectural Drafting .....	3
ENC 1103	(EH 101) .. Freshman Communications .....	3
ENC 1136	(EH 102) .. Freshman Communications .....	3
HES 1000	(HH 101)* .. Perspectives on Healthful Living .....	2
HES 1400	(HH 103) .. Standard First Aid & Personal Safety .....	1
BCN 1210	(ML 123) .. Building Construction Materials .....	3
(PE) ..	Physical Education .....	2
POS 2041	(PL 201)** American National Government .....	3
PSC 1341	(PS 102) .. Physical Science II .....	3
SOC 1200	(SS 101) .. Social Institutions .....	3
MTB 1321	(TM 103) .. Technical Math I .....	3
MTB 1322	(TM 104) .. Technical Math II .....	3

\*HES 2121 (HH 230) may be substituted.

\*\*POS 1001 (SS 102) or AMH 2010 (HY 201) may be substituted.

38

**BUILDING OFFICIALS AND INSPECTORS PROGRAM (A.S. 08-200)**

This curriculum is designed to instruct and upgrade the students in the field of Building Inspection. It is based on the two-year program outlined by the B.O.A.F. Certification Board.

COURSE	TITLE	SEMESTER HOURS CREDIT
BCN 1272	(BC 163) . . . Building Construction Plans Interpretation . . .	2
BCN 1760	(BI 165) . . . Principles of Codes & Code Administration . . .	3
BCN 1764	(BI 166) . . . Principles of Building Code Compliance & Building for the Handicapped . . . . .	3
BCN 1763	(BI 167) . . . Fundamentals of Building Codes . . . . .	3
BCN 1502	(BI 168) . . . Fundamentals of Plumbing Codes . . . . .	3
BCN 1523	(BI 169) . . . Fundamentals of Electrical Codes . . . . .	3
BCN 2561	(BI 270) . . . Electro-Mechanical Building Systems . . . . .	3
BCN 2770	(BI 271) . . . Building Department Administration . . . . .	3
BCN 2220	(BC 261) . . . Building Construction Methods . . . . .	2
FFP 2300	(FS 201) . . . Related Fire Codes & Ordinances . . . . .	3
BCN 1210	(ML 123) . . . Building Construction Materials . . . . .	3
		<hr/> 31

**ADDITIONAL COURSES FOR A.S. DEGREE**

ETC 1110C	(DG 100) . . . Introduction to Technical Drawing . . . . .	2
BCN 2253C	(DG 206) . . . Architectural Drafting . . . . .	3
MTB 1321	(TM 103) . . . Technical Math I . . . . .	3
MTB 1322	(TM 104) . . . Technical Math II . . . . .	3
BCN 2400	(ML 261) . . . Construction Mechanics . . . . .	3
SPC 1600	(SP 101) . . . Public Speaking . . . . .	3
SOC 1200	(SS 101) . . . Social Institutions . . . . .	3
POS 1001	(SS 102)* . . . Political Institutions . . . . .	3
ENC 1103	(EH 101) . . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . . Freshman Communications . . . . .	3
HES 1000	(HH 101)** Perspectives on Healthful Living . . . . .	2
	(PE) . . . Physical Education . . . . .	2
		<hr/> 33

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.



# **Engineering Technology**

## **DRAFTING AND DESIGN TECHNOLOGY (A.S. 08-178)**

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year presents drafting techniques in such design areas as are in the responsibility of the draftsman.

### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
ETC 2121C (CL 220) ..	Surveying Drawing .....		2	
ETD 1151C (DG 112) ..	Advanced Drafting .....			3
EGN 1130C (EG 101) ..	Engineering Graphics I .....	2		
EGN 1120C (EG 102) ..	Engineering Graphics II .....		3	
ENC 1103 (EH 101) ..	Freshman Communications .....	3		
HES 1400 (HH 103) ..	Standard First Aid & Personal Safety .....	1		
ETI 1411C (ML 121) ..	Manufacturing Processes .....		3	
(PE) ..	Physical Education .....	1		
PSC 1341 (PS 102) ..	Physical Science II .....		3	
SOC 1200 (SS 101) ..	Social Institutions .....	3		
MTB 1321 (TM 103)* ..	Technical Math I .....	3		
MTB 1322 (TM 104)* ..	Technical Math II .....		3	
	Elective .....	2		
		15	14	3



# Engineering Technology

## SOPHOMORE YEAR

ETD 2711C	(DG 204) . . . Machine Drafting I . . . . .	2
ETD 2712C	(DG 205) . . . Machine Drafting II . . . . .	3
BCN 2253C	(DG 206) . . . Architectural Drafting . . . . .	3
ETD 2801C	(DG 212) . . . Technical Illustration . . . . .	3
ENC 1103	(EH 101) . . . Freshman Communications . . . . .	3
HES 1000	(HH 101)** Perspectives on Healthful Living . . . . .	2
BCN 1210	(ML 123) . . . Building Construction Materials . . . . .	3
ETI 2633	(ML 210) . . . Industrial Relationships . . . . .	3
ETG 3530C	(ML 221) . . . Properties & Testing of Materials . . . . .	4
	(PE) . . . Physical Education . . . . .	1
POS 2041	(PL 201)*** American National Government . . . . .	3
		16
		14

\*MAC 1104 (MS 111) and MAC 1144 (MS 121) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

\*\*\*POS 1001 (SS 102) or AMH 2010 (HY 201) may be substituted.

## ELECTRICAL DISTRIBUTION TECHNOLOGY (A.S. 08-180)

This program provides the basic principles of electrical power distribution technology. The student is prepared for employment or advancement in a field of the generation, distribution or use of electrical power. The laboratory experiences provide the familiarization and operational procedures of equipment reflective of this technology.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ETD 1601C	(DG 110) . . . Electrical Drafting . . . . .		2
ENC 1103	(EH 101) . . . Freshman Communications . . . . .	3	
ENC 1136	(EH 102) . . . Freshman Communications . . . . .		3
ETE 1010C	(EL 101) . . . D.C. Circuits . . . . .	4	
ETE 1020C	(EL 102) . . . A.C. Circuits . . . . .		4
HES 1400	(HH 103) . . . Standard First Aid & Personal Safety . . . . .		1
	(PE) . . . Physical Education . . . . .	1	1
SOC 1200	(SS 101) . . . Social Institutions . . . . .	3	
MTB 1321	(TM 103)* . . . Technical Math I . . . . .	3	
MTB 1322	(TM 104)* . . . Technical Math II . . . . .		3
		14	14

## SOPHOMORE YEAR

ETC 2321C	(CL 211) . . . Surveying I . . . . .	4
ETE 2514C	(EL 201) . . . Advanced Electricity . . . . .	4
ETE 2210C	(EL 205) . . . Servo-Mechanisms & Instrumentation . . . . .	3
ETE 2541	(EL 222) . . . Power Transmission . . . . .	3
HES 1000	(HH 101)** Perspectives on Healthful Living . . . . .	2
ETG 2530C	(ML 221) . . . Properties & Testing of Materials . . . . .	4
PHY 2020C	(PH 201) . . . General Physics I . . . . .	4
PHY 2021C	(PH 202) . . . General Physics II . . . . .	4
POS 1001	(SS 102)*** Political Institutions . . . . .	3
	Elective . . . . .	3
		18
		16

\*MAT 1002 (MS 100) may be taken by students not testing into MTB 1321 (TM 103) or MTB 1322 (TM 104).

\*\*HES 2121 (HH 230) may be substituted.

\*\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

# **Engineering Technology**

## **ELECTRONICS TECHNOLOGY (A.S.08-177)**

Skilled technicians are needed in increasing numbers to assist in the design, production, operation, and servicing of electrical and electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and electronics to practical problems of design and construction on research and development. At Palm Beach Junior College students become familiar with the latest theory and practice in electrical and electronics circuitry, and become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ETD 1601C (DG 110) . . .	Electrical Drafting . . . . .		2
ENC 1103 (EH 101) . . .	Freshman Communications . . . . .	3	
ENC 1136 (EH 102) . . .	Freshman Communications . . . . .		3
ETE 1010C (EL 101) . . .	Electricity and Magnetism . . . . .	4	
ETE 1020C (EL 102) . . .	Circuit Analysis . . . . .		4
HES 1400 (HH 103) . . .	Standard First Aid & Personal Safety .	1	
POS 1001 (SS 102)* . . .	Political Institutions . . . . .	3	
MTB 1321 (TM 103) . . .	Technical Math I . . . . .	3	
MTB 1322 (TM 104) . . .	Technical Math II . . . . .		3
(PE) . . . . .	Physical Education . . . . .	1	
ETE 2633C (EL 220) . . .	Logic Circuits . . . . .		4
		<hr/> 15	<hr/> 16



# Engineering Technology

## SOPHOMORE YEAR

ETE 2514C	(EL 201) . . Advanced Electricity . . . . .	4	
ETE 2210C	(EL 205) . . Servo-Mechisms & Instrumentation . . . . .		4
ETE 2010C	(EL 211) . . Electronics I . . . . .	4	
ETE 2122C	(EL 212) . . Electronics II . . . . .		4
ETE 2161	(EL 214) . . Electronics Systems . . . . .	3	
ETI 2633	(ML 210) . . Industrial Relationships . . . . .		3
	(PE) . . . . . Physical Education . . . . .	1	
	Electives** . . . . .	4	4
		16	15

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*PHY 2020C (PH 201), PHY 2021C (PH 202), CHM 1045 (CY 101), CHM 1046C (CY 102), MAC 2411 (MS 204), or MAC 2412 (MS 205) must be elected.

## FIRE SCIENCE TECHNOLOGY (A.S. 08-195)

The Fire Science Technology curriculum is designed for persons currently employed who wish to advance in various fire service categories. A student wishing to earn a certificate rather than an Associate in Science Degree may do so by completing only the Fire Science Technology courses.

### FIRE SCIENCE COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT
FFP 1000	(FS 101) . . Introduction to Fire Science Technology . . . . .	3
FFP 1200	(FS 102) . . Fire Prevention . . . . .	3
FFP 1600	(FS 103) . . Fire Apparatus and Equipment . . . . .	3
FFP 1640	(FS 104) . . Fire Hydraulics . . . . .	3
FFP 2300	(FS 201) . . Related Fire Codes and Ordinances . . . . .	3
FFP 2320	(FS 203) . . Building Construction for Fire Protection . . . . .	3
FFP 2120	(FS 204) . . Fire Administration . . . . .	3
FFP 2240	(FS 212) . . Fire Investigation and Arson Detection . . . . .	3
		24

### ADDITIONAL COURSES REQUIRED FOR A.S. DEGREE

CHM 1015	(CY 100) . . Principles of Chemistry . . . . .	3
ETD 1110C	(DG 100) . . Introduction to Technical Drawing . . . . .	2
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
HES 1000	(HH 101)* . . Perspectives on Healthful Living . . . . .	2
HES 1400	(HH 103)** Standard First Aid and Personal Safety . . . . .	1
PHI 1100	(LC 101) . . The Art of Thinking . . . . .	3
MGF 1113	(MS 106)*** General Education Math I . . . . .	3
POS 2112	(PL 202) . . American State and Local Government . . . . .	3
PSY 2012	(PY 201) . . General Psychology . . . . .	3
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)**** Political Institutions . . . . .	3
	(PE) . . . . . Physical Education . . . . .	2
	Elective . . . . .	3
		40

\*HES 2121 (HH 230) may be substituted.

\*\*A student holding a first aid instructor's course certificate may substitute an elective for HES 1400 (HH 103).

\*\*\*MAT 1002 (MS 100) may be substituted.

\*\*\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

# Engineering Technology

## LAND SURVEYING (A.S. 08-179)

The land surveying program is designed to prepare a student for immediate employment in the land surveying profession in a position less than professional, and to transmit the technical knowledge necessary for the professional registration examination.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ETC 2321C	(CL 211) . . Surveying I . . . . .	4	
ETC 2342	(CL 214) . . Electronic & Geodetic Surveying . . . . .		3
ETD 2121C	(CL 220) . . Surveying Drawing . . . . .		2
ETD 1110C	(DG 100)** Introduction to Technical Drawing . . . . .	2	
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3	
ENC 1136	(EH 102) . . Freshman Communications . . . . .		3
HES 1400	(HH 103) . . Standard First Aid and Personal Safety . . . . .		1
	(PE) . . . Physical Education . . . . .		1
SOC 1200	(SS 101) . . Social Institutions . . . . .	3	
MTB 1321	(TM 103)** Technical Math I . . . . .	3	
MTB 1322	(TM 104)** Technical Math II . . . . . Elective . . . . .		3
		15	16

### SOPHOMORE YEAR

ETC 2323C	(CL 212) . . Surveying II . . . . .	4	
ETC 2326C	(CL 213) . . Surveying III . . . . .		4
ETC 2344	(CL 221) . . Subdivisions . . . . .		3
ETC 2339C	(CL 230) . . Topography and Mapping . . . . .	3	
ETC 2331	(CL 231) . . Photogrammetry . . . . .	3	
ETC 2345C	(CL 260) . . Legal Aspects of Surveying . . . . .	3	
ETC 2334	(CL 270) . . Land Surveys and Descriptions . . . . .		3
	(PE) . . . Physical Education . . . . .		1
POS 1001	(SS 102)*** Political Institutions . . . . . Elective**** . . . . .	3	
		16	15

\*For those with previous drawing experience EGN 1130C (EG 101) is required.

\*\*MAT 1033 (MS 110) or higher math course may be substituted.

\*\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*\*\*ACC 1001 (BA 101) or BUL 2111 (BA 207) must be chosen.

## CERTIFICATE PROGRAMS:

### AIR CONDITIONING AND REFRIGERATION SPECIALISTS (Ct. 08-182)

A program designed to provide a broad background in air conditioning theory and practice.

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ETE 1001C	(AC 104) . . Essentials of Electricity . . . . .	4	
ETM 1613C	(AC 111) . . Principles of Refrigeration . . . . .	3	
ETM 1610	(AC 112) . . Principles of Air Conditioning . . . . .	3	
ETM 1614C	(AC 125) . . Refrigeration Cycles . . . . .	4	
ETM 2630	(AC 211) . . A.C. Systems . . . . .	3	
or			
ETM 1612	(AC 134) . . Heating and Ventilating . . . . . (3)		
MAN 2770	(BA 211) . . Small Business Management . . . . .	3	
ETD 1110C	(DG 100) . . Introduction to Technical Drawing . . . . .	2	
MTB 1321	(TM 103) . . Technical Math I . . . . .	3	
HES 1400	(HH 103) . . Standard First Aid and Personal Safety . . . . .	1	
ETM 1600C	(ML 122) . . Air Conditioning Shop . . . . .	3	
		29	

## DRAFTING SPECIALIST (Ct. 08-181)

COURSE	TITLE	SEMESTER HOURS CREDIT
ETD 2121C (CL 220) ..	Surveying Drawing .....	2
ETD 1151C (DG 112) ..	Advanced Drafting .....	3
ENG 1130C (EG 101) ..	Engineering Graphics I .....	2
ENG 1120C (EG 102) ..	Engineering Graphics II .....	3
HES 1400 (HH 103) ..	Standard First Aid and Personal Safety .....	1
ETI 1411C (ML 121) ..	Manufacturing Processes .....	3
ETG 2530C (ML 221) ..	Properties and Testing of Materials .....	4
MTB 1321 (TM 103) ..	Technical Math I .....	3
MTB 1322 (TM 104) ..	Technical Math II .....	3
		<u>24</u>

## SURVEYOR'S AID (Ct. 08-187)

COURSE	TITLE	SEMESTER HOURS CREDIT
ETC 2321C (CL 211) ..	Surveying I .....	4
ETC 2323C (CL 212) ..	Surveying II .....	4
ETD 2121C (CL 220) ..	Surveying Drawing .....	2
ETD 1110C (DG 100) ..	Introduction to Technical Drawing .....	2
HES 1400 (HH 103) ..	Standard First Aid and Personal Safety .....	1
MTB 1321 (TM 103) ..	Technical Math I .....	3
MTB 1322 (TM 104) ..	Technical Math II .....	3
		<u>19</u>



**Engineering Technology**  
**COLLEGE PARALLEL PROGRAMS (A.A.)**

**BUILDING CONSTRUCTION (A.A. 08-185)**

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 100 or MUL 1011	(AT 110) ... Art Appreciation . . . . .	3	
COG 1300	(DP 102) ... Computer Theory . . . . .	3	
ENG 1130C	(EG 101) ... Engineering Graphics I . . . . .		2
ENC 1103	(EH 101) ... Freshman Communications . . . . .	3	
ENC 1136	(EH 102) ... Freshman Communications . . . . .		3
HES 1000	(HH 101)* ... Perspectives on Healthful Living . . . . .		2
MAC 1104	(MS 111) ... College Algebra . . . . .	3	
MAC 1144	(MS 121) ... Trigonometry and Analytic Geometry . . . . .		3
	(PE) ... Physical Education . . . . .	1	1
SOC 1200	(SS 101) ... Social Institutions . . . . .	3	
	Electives . . . . .		3
		16	14

**SOPHOMORE YEAR**

ACC 1001	(BA 101) ... Principles of Accounting I . . . . .	3	
BCN 2253C	(DG 206) ... Architectural Drafting . . . . .	3	
	(EH) . . . . . Literature . . . . .		3
BCN 1210	(ML 123) ... Construction Materials . . . . .	3	
BCN 2400	(ML 261) ... Construction Mechanics . . . . .		3
MAC 2411	(MS 204) ... Calculus I . . . . .		3
PHY 2020C	(PH 201) ... General Physics I . . . . .	4	
PHY 2021C	(PH 202) ... General Physics II . . . . .		4
POS 1001	(SS 102)** ... Political Institutions . . . . .	3	
	General Education Electives . . . . .		3
		16	16

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**ENGINEERING (A.A. 08-176)**

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics along with humanities and the social studies. This provides the engineer not only with the necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems; a knowledge necessary to aid the engineer in his engineering career.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
CHM 1045	(CY 101) ... General Chemistry I . . . . .	3	
CHM 1046C	(CY 102) ... General Chemistry II . . . . .		4
ENG 1130C	(EG 101) ... Engineering Graphics I . . . . .	2	
ENG 1120C	(EG 102) ... Engineering Graphics II . . . . .		3
EGN 1001	(EG 110) ... Engineering Problems & Orientation . . . . .	1	
ENC 1103	(EH 101) ... Freshman Communications . . . . .	3	
ENC 1136	(EH 102) ... Freshman Communications . . . . .		3
MAC 1144	(MS 121) ... Trigonometry & Analytic Geometry . . . . .	3	
MAC 2400	(MS 204) ... Calculus I . . . . .		3
SOC 1200	(SS 101) ... Social Institutions . . . . .	3	
POS 1001	(SS 102)* ... Political Institutions . . . . .		3
		15	16

# Engineering Technology

## SOPHOMORE YEAR

ARH 1000	(AT 110) . . . Art Appreciation . . . . .	3
or		
MUL 1011	(MC 110) . . . Music Appreciation . . . . .	(3)
CHM 1047C	(CH 103) . . . General Chemistry III . . . . .	4
	(EH) . . . Literature . . . . .	3
HES 1000	(HH 101)** Perspectives on Healthful Living . . . . .	2
MAC 2412	(MS 205) . . . Calculus II . . . . .	3
MAC 2413	(MS 206) . . . Calculus III . . . . .	4
	(PE) . . . Physical Education . . . . .	1
PHY 2040C	(PH 205) . . . General Physics with Calculus I . . . . .	4
PHY 2041C	(PH 206) . . . General Physics with Calculus II . . . . .	4
	Elective*** . . . . .	3
		15
		17

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

\*\*\*COP 2110 (MS 210) is recommended as an elective.

## INDUSTRIAL ARTS (A.A. 08-184)

This program will provide the necessary general education requirements for the first two years of a four-year course leading to a Bachelor's Degree in Industrial Arts Education. In addition, it includes basic courses of the major field for teacher certification in the state of Florida.

## FRESHMAN YEAR

		SEMESTER HOURS CREDIT
ARH 1000	(AT 110) . . . Art Appreciation . . . . .	3
or		
MUL 1011	(MC 110) . . . Music Appreciation . . . . .	(3)
ENG 1130C	(EG 101) . . . Engineering Graphics I . . . . .	2
ENG 1120C	(EG 102) . . . Engineering Graphics II . . . . .	3
ENC 1103	(EH 101) . . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . . Freshman Communications . . . . .	3
HES 1000	(HH 101)* Perspectives on Healthful Living . . . . .	2
AMH 2010	(HY 201) . . . U.S. History to 1865 . . . . .	3
MAC 1104	(MS 111) . . . College Algebra . . . . .	3
MAC 1144	(MS 121) . . . Trigonometry & Analytic Geometry . . . . .	3
	(PE) . . . Physical Education . . . . .	1
SPC 1600	(SP 101) . . . Fundamentals of Speech . . . . .	3
SOC 1200	(SS 101) . . . Social Institutions . . . . .	3
		15
		18

## SOPHOMORE YEAR

ARV 1208C	(AT 121) . . . Graphic Arts I . . . . .	3
BCN 2253C	(DG 206) . . . Architectural Drafting . . . . .	3
	(EH) . . . Literature . . . . .	3
BCN 1210	(ML 123) . . . Construction Materials . . . . .	3
PHY 2020C	(PH 201)** General Physics I . . . . .	4
PHY 2021C	(PH 202)** General Physics II . . . . .	4
PSY 2012	(PH 201) . . . General Psychology . . . . .	3
	General Education Electives*** . . . . .	6
		16
		16

\*HES 2121 (HH 230) may be substituted.

\*\*BSC 1012 (BY 100) – BSC 1012L (BY 105) may be substituted.

\*\*\*Suggested electives: ART 1110C (AT 105), ART 1111C (AT 106), SES 1100C (BE 105), EDF 1005 (EN 101), PHI 1100 (LC 101), EGC 2120 (PY 202).

# **Engineering Technology**

## **COURSE DESCRIPTIONS**

### **Aeronautical Science**

#### **ASC 1000 (AS 101) AIR SCIENCE**

A familiarization course to acquaint the student with the design and function of the airplane, the theory of flight, flight control agencies, rules of the air, aero-medicine, and a survey of the achievements in manned flight. This course offers information for the successful completion of the written examination for the private pilot's certificate. 3-0-3\*

#### **ASC 1100 (AS 122) PREFLIGHT AND NAVIGATION**

[Prerequisite: ASC 1000 (AS 101)] A study of theory of flight, navigation, weather, aircraft operation and fundamentals of air traffic control. An introduction to the use of manuals and aids to the airman are stressed. This course offers information for the successful completion of the written examination for the commercial pilot's certificate. 3-0-3\*

#### **ASC 1640 (AS 111) PROPULSION SYSTEMS**

An investigation into the theory of engines and the related equipment, engine construction, engine operating procedures. Performance diagnosis and principles of safe engine operation in flight are emphasized. 3-0-3\*

#### **ASC 2005 (AS 221) AEROSPACE AND AIR TRAVEL**

[Prerequisite: ATF 1000 (AS 132)] A study of the movement of passengers and air freight and the operation of airlines. Such problems as financing, personnel, training, procurement of equipment, public relations, and other problems related to air carriers and contractors are studied. 3-0-3\*

#### **ASC 2110 (AS 222) ADVANCED AIR NAVIGATION**

A study of the elements of air navigation, including the construction and characteristics of maps and charts, chart reading, and navigation system currently available for use by aviation pilots. Concepts involved in celestial, pressure, grid, radar, and radio navigation are studied for understanding of principles of operation rather than technique of application. 3-0-3\*

#### **ASC 2550 (AS 211) AERODYNAMICS**

A study of physical principles involved in flight. The theory of airflow, airfoils, and the production of lift and drag are studied and applied to airplane performance, stability, and control. Special attention is given to high-speed and hovering flight. Emphasis is on the understanding of concepts with little attention to mathematical analysis. 3-0-3\*

#### **ASC 2690 (AS 201) AIRBORNE COMMUNICATIONS**

[Prerequisite: ASC 1000 (AS 101)] A study of the fundamentals of radio and the electronic aids used by the pilot including radio, radar, VHF Omni, direction range (VDR), (ILS), (GCA), and the manuals and guides for the airman. 3-0-3\*

### **Aviation Technology Flight**

#### **ATF 1000 (AS 132) FLIGHT – BASIC**

[Co-requisite ASC 1000 (AS 101)] A scientific introduction to flight, through actual flight experience and lectures held by a qualified flight instructor. Course includes 10 hours of dual flight instruction. This course will place the student in a more favorable position to qualify for the private pilot's certificate. 1-2-2\*

#### **ATF 1100 (AS 133) FLIGHT – PRIVATE**

[Prerequisite: ATF 1000 (AS 132)] A continuation of Flight – Basic. This course is designed so that the requirements for the private pilot's certificate may be successfully completed. The 48 hours of instruction will include 22 hours of dual flight instruction, 15 hours of solo flight, 3 hours of link trainer and 8 hours of oral briefing by the flight instructor. 1-4-3\*

\* Lecture-Lab-Credit Hours

**ATF 2200 (AS 232) FLIGHT – COMMERCIAL I**

[Prerequisite: ATF 1100 (AS 133)] This is the first of two flying courses leading to the commercial pilot's certificate. A total of 30 hours dual instruction, 50 hours solo flying time and 40 hours of oral instruction will be given. 1-4-3\*

**ATF 2210 (AS 233) FLIGHT – COMMERCIAL II**

[Prerequisite: ATF 2200 (AS 232)] The second half of the flying course leading to the commercial pilot's certificate. Each student will log a total of 30 hours dual instruction, 50 hours of solo time, and 40 hours of oral instruction and briefing. The instructor will schedule the student for the FAA examination for commercial pilot's certificate upon completion of the course. 1-4-3\*

**ATF 2300 (AS 234) FLIGHT – INSTRUMENT**

[Prerequisite: ATF 2210 (AS 233)] This course prepares the student for the FAA instrument Pilot Rating. A total of 20 hours dual instruction, 10 hours link trainer and 20 hours oral instruction will be required for completion. 1-4-3\*

## Building Construction

**BCN 1210 (ML 123) BUILDING CONSTRUCTION MATERIALS**

[Co-requisite: BCN 2253C (DG 206)] Sources, properties, and uses of construction materials. 3-0-3\*

**BCN 1272 (BC 163) BUILDING CONSTRUCTION PLANS INTERPRETATION**

Develops the student's ability to quickly interpret working drawings. Emphasis is on architectural and structural details with limited coverage on mechanical and electrical aspects. 2-0-2\*

**BCN 1280C (BC 111) PROJECT LAYOUT**

A study of the elementary theory and practice of plane surveying including taping, differential and profile leveling, cross sectioning, earthwork computing; and transit, stadia, and transit-tape surveying. 2-2-3\*

**BCN 1610 (BC 164) BUILDING CONSTRUCTION ESTIMATING FUNDAMENTALS**

An analysis and determination of building construction costs. Commences with the classification of materials, labor, and sub-contracted work into the smallest manageable units. Development of a simple estimate for a residential structure. 2-0-2\*

**BCN 1616 (BC 165) BUILDING CONSTRUCTION ADVANCED ESTIMATING**

[Prerequisite: BCN 1610 (BC 164)] Estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings. Includes indirect and overhead costs, the preparation of bid proposals and related documents. 2-0-2\*

**BCN 1721 (BC 180) BUILDING CONSTRUCTION PLANNING AND COST CONTROL**

A study of time-cost relationship for various building construction operations. Includes preplanning and continuous scheduling of work flow and comparative analysis of actual and estimated costs for construction projects. 2-0-2\*

**BCN 1740 (BC 181) BUILDING CONSTRUCTION LAW**

A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and sub-contractor; materialmen and mechanics lien law; bonds; labor law; and other statutes and ordinances regulating contractors. 2-0-2\*

**BCN 1750 (BC 167) BUILDING CONSTRUCTION FINANCING**

A study of building construction financing and related contract requirements; topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provisions, cost extras, performance and bid bonds, company profits, cash flow, and business loans. 2-0-2\*

\* Lecture-Lab-Credit Hours

## **Engineering Technology**

### **BCN 1930 (BC 166) BUILDING CONSTRUCTION SPECIAL TOPICS**

An introductory survey course for the student presently working in the building construction industry desiring to commence formal study! Subjects discussed include analysis of the building construction industry, building and safety codes, plan interpretation, construction specifications, estimating, management, human relations, job opportunities, wage scales, profits, and short and long range opportunities. 2-0-2\*

### **BCN 2220 (BC 261) BUILDING CONSTRUCTION MATERIALS AND METHODS**

Designed primarily for the student with some work experience in the construction industry. Current construction methods are analyzed and classified with special attention given on how they evolved. Developments in new materials and systems are also discussed with emphasis on applications and future trends in South Florida. 2-0-2\*

### **BCN 2400 (ML 261) CONSTRUCTION MECHANICS**

[Prerequisite: PHY 2020C (PH 201); co-requisite MAC 2411 (MS 204)] The study of external forces, thrust analysis and geometric properties of members as applied to the design of structure. 3-0-3\*

### **BCN 2704 (BC 260) BUILDING CONSTRUCTION INSURANCE**

Examines the different types of insurance required by law or contract for building construction projects and personnel engaged thereon; i.e., casualty, liability, and products insurance; workmen's compensation; and unemployment compensation. Also covers employee benefits and additional insurance available; i.e., group life and hospitalization, paid vacation, retirement benefits, profit-sharing programs, etc. 2-0-2\*

### **BCN 2712 (BC 282) BUILDING CONSTRUCTION SUPERVISION**

Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel, and technical and professional individuals. Includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership, and incentives as encountered in building construction. 2-0-2\*

### **BCN 2941 (BC 283) BUILDING CONSTRUCTION EXPERIENCE**

Credit will be given to a person who can document four years of bona fide experience toward journeyman level tradesmanship. 4-0-4\*

## **Computer Design: Architecture**

### **CDA 2047 (EL 221) DIAGNOSTIC PROGRAMMING**

[Co-requisite: ETE 2633C (EL 220)] A continuation of ETE 2633C (EL 220) with emphasis on "trouble-shooting" malfunctions of an electronic computer. 3-0-3\*

## **Engineering: General**

### **EGN 1001 (EG 110) ENGINEERING PROBLEMS AND ORIENTATION**

This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. 1-0-1\*

### **EGN 1120C (EG 102) ENGINEERING GRAPHICS II**

[Prerequisite or co-requisite: EGN 1130C (EG 101)] This course is the application of the principles learned in EGN 1130C (EG 101), for the preparation of engineering working drawings which include in addition to orthographic projection, dimensioning, tolerancing sectional views, and threads and fasteners. Inking, design principles, and charts and graphs are also included. 1-5-3\*

### **EGN 1130C (EG 101) ENGINEERING GRAPHICS I**

[Prerequisite: ETD 1110C (DG 100) or one year senior high school drafting or its equivalent] This course deals with the study of spatial relations, and analysis of points,

\* Lecture-Lab-Credit Hours

lines and surfaces (Descriptive Geometry), as a form of engineering communication. Manipulation of vectors and techniques of graphical solutions are also included. 1-3-2\*

## **Engineering Technology: Civil**

### **ETC 2321C (CL 211) SURVEYING I**

[Prerequisite: ETC 2321C (CL 211) or suitable experience] Introduction to the profession of land surveying and the field measurement techniques involved; use and construction of the surveyor's transit; taping techniques; leveling; elementary computations dealing with angles, bearings, right triangle trig, and horizontal curves; notekeeping. 2-4-4\*

### **ETC 2323C (CL 212) SURVEYING II**

[Prerequisite: ETC 2321C (CL 211) or suitable experience] A study of field techniques and their associated computations; adjustment of a transit; errors in angle measurements; errors in distance measurements; field techniques of traversing; traverse computations (closure and balancing); field techniques of type points to control; tie-in computations; layout of horizontal curves; horizontal curve computations; field techniques and computations of precise levels; vertical curve computations. 2-4-4\*

### **ETC 2326C (CL 213) SURVEYING III**

[Prerequisite: ETC 2323C (CL 212) or suitable experience] A study of the advanced surveying office computations; traverse, horizontal curve, and vertical curve review; coordinates; area by D.M.D. and coordinates; partitioning problems; intersection problems (Line-line, line-curve, curve-curve); missing traverse parts; compound and reverse curve computations; spirals; principles of significant figures and solution analysis. 2-4-4\*

### **ETC 2331 (CL 231) PHOTOGRAHAMMETRY**

[Prerequisite: ETC 2321C (CL 211) or suitable experience] A study of the geometrical characteristics of photographs and photogrammetric equipment: flight planning and control; photogrammetric measurements; rectification; radial line plotting; parallax measurements; stereo plotter operation. 3-0-3\*

### **ETC 2334 (CL 270) LAND SURVEYING AND DESCRIPTIONS**

[Prerequisite: ETC 2345 (CL 260) and ETC 2323C (CL 212) or suitable experience] A study of the construction of land descriptions and techniques of surveying the boundaries of a described parcel of land; metes and bounds descriptions and surveys; lot and block descriptions and surveys; sectional descriptions and surveys; water boundary descriptions and surveys. (Including all associated computations.) 3-0-3\*

### **ETC 2339C (CL 230) TOPOGRAPHY AND MAPPING**

[Prerequisite: ETC 2321C (CL 211) and ETD 2121C (CL 220) or suitable experience] A study of the field and drafting techniques of map construction; control surveys, detail surveys, transit-tape; transit-stadia; plane table; map drafting; contour construction; use of contour maps; cross-section field work and drafting; earthwork computations; theory and use of state plane coordinate systems; map reproduction techniques. 2-3-3\*

### **ETC 2342 (CL 214) ELECTRONIC AND GEODETIC SURVEYING**

[Prerequisite: ETC 2321C (CL 211) or suitable experience] A study of electronic distance measurements and geodetic techniques in surveying, theory, construction and use of electronic measuring devices (geodimeter, telurometer, ranger-laser, Hewlett-Packard, and others); applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc.); geodetic corrections to surveys of large extent. 3-0-3\*

### **ETC 2344 (CL 221) SUBDIVISIONS**

[Co- or prerequisite: ETD 2121C (CL 220) and ETC 2326C (CL 213) or suitable experience] A study of plat construction from tract description to final record plat; plat drafting; necessary computations; lettering; meaning of legal parts; current plat laws and regulations. 3-0-3\*

### **ETC 2345 (CL 260) LEGAL ASPECTS OF SURVEYING**

[Prerequisite: ETC 2321C (CL 211) or suitable experience] A study of the legal principles of boundary location and professionalism; history of boundary surveys; sectional

\*Lecture-Lab-Credit Hours

## **Engineering Technology**

surveys; legal descriptions, property transfer; resurveys; subdivision plats; surveyor in court; water boundaries. 3-0-3\*

### **Engineering Technology: Drafting**

#### **ETD 1110C (DG 100) INTRODUCTION TO TECHNICAL DRAWING**

This course is designed for the modern student, who realizes the need for communication with the world of technology. It is also a beginning course for students of engineering and technology. It deals with the fundamental principles of the graphic language (the language of industry), and is developed for students without previous mechanical drawing experience. Topics include: use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. 1-3-2\*

#### **ETD 1151C (DG 112) ADVANCED DRAFTING**

[Prerequisite: EGN 1120C (EG 102)] This course is designed to extend drafting principles and techniques into a variety of industrial and engineering related fields such as machine drawing, sheetmetal, structural, welding and piping drafting. 1-5-3\*

#### **ETD 1501C (DG 108) DRAFTING FOR AIR CONDITIONING**

This course is designed to give students of the air conditioning technology program a basic knowledge of architectural structure and drawing surface developments for duct work, and electrical schematics. 1-3-2\*

#### **ETD 1601C (DG 110) ELECTRICAL DRAFTING**

This course gives particular attention and practice to electrical and electronic symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, charts and graphs and chassis. 1-3-2\*

#### **ETD 2121C (CL 220) SURVEYING DRAWING**

[Prerequisite: ETC 2321C (CL 211) and ETD 1110C (DG 100) or suitable experience] An introduction to the drafting techniques and drawings of surveying; lettering; line technique; geometry; lot survey plats; traverse plotting; horizontal, compound, and reverse curves; vertical curves; highway plan, profiles and cross-sections. 1-3-2\*

#### **ETD 2711C (DG 204) MACHINE DRAFTING I**

[Prerequisite: EGN 1120C (EG 102)] A study of principles, practices and standards of machine drafting as applied to power transmission. Topics include: basic drive units, couplings, bearings, seals, cams, lankages, actuators and fluid power. Industrial catalogs and publications are used in design problems. 1-3-2\*

#### **ETD 2712C (DG 205) MACHINE DRAFTING II**

[Co- or prerequisite: ETD 2711C (DG 204)] A study of principles, practices, and standards of machine drafting as applied to industrial forming processes. Topics include: review of metals, plastics and forming processes; jig and fixture design; die design; and gauges. Industrial source materials are used in original design problems. 1-5-3\*

#### **ETD 2801C (DG 212) TECHNICAL ILLUSTRATION**

[Prerequisite: EGN 1120C (EG 102) or consent of instructor] This course deals primarily with the translation of ortho-graphic drawings into three-dimensional, pictorial representations. Topics include: axonometric drawings; perspectives, and illustration techniques in shading, rendering and airbrush. 1-5-3\*

### **Engineering Technology: Electrical**

#### **ETE 1001C (AC 104) ESSENTIALS OF ELECTRICITY**

This course covers basic circuit theory, electrical and electronic controls systems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 3-2-4\*

\*Lecture-Lab-Credit Hours

## **ETE 1010C (EL 101) ELECTRICITY AND MAGNETISM**

This course stresses a step-by-step development of principles to aid students in gaining a sound understanding of electric circuit behavior. The purpose is to approach the topics for discussion on a qualitative level before leading the student into extensive mathematical relationships. Topics and parallel circuits, capacitance, inductance, reactance and both DC and AC measurements. These measurements are stressed in laboratory. 3-2-4\*

## **ETE 1020C (EL 102) CIRCUIT ANALYSIS**

[Prerequisite: ETE 1010C (EL 101)] This course is a study which enables the student to derive network techniques from an understanding of electrical principles. The purpose is to enable the student to examine and evaluate various methods of network analysis and permit qualitative examination of circuit behavior. Topics include vector algebra, vector diagrams, Kirchoff's law application to DC and AC circuits, and polyphase circuits. Electrical instruments and measurements are stressed in laboratory. 3-2-4\*

## **ETE 2101C (EL 211) ELECTRONICS I**

[Prerequisite: ETE 1020C (EL 102)] This course is a study of thermionic emission, characteristics of diodes, triodes and multi-element electron tubes including semiconductors and their associated circuits. Rectifier and single stage amplifier is stressed. Single stage feed-back amplifiers and oscillators are also included. 3-2-4\*

## **ETE 2122C (EL 212) ELECTRONICS II**

[Prerequisite: ETE 2101C (EL 211)] This course is a study of voltage, current and power coupling devices as used in audio and video amplifiers, radio receivers, and transmitters. Antennas, wave propagation, transmission lines, and wave guides are also included. 3-2-4\*

## **ETE 2161 (EL 214) ELECTRONICS SYSTEMS**

[Prerequisite: ETE 2101C (EL 211); co-requisite: ETE 2122C (EL 212)] This course is a study of industrial electronic systems including teletype, telephoto, television, radar, telemetering, multiplexing, and electronic computers. Field trips to local plants are arranged. 3-0-3\*

## **ETE 2210C (EL 205) SERVO-MECHANISMS AND INSTRUMENTATION**

[Prerequisite: ETE 1020C (EL 102)] A study of self-connecting systems for DC, AC, and electronic systems under recognized standard tests in the laboratory. The course includes the theory, operation and control of servo-mechanisms. Not open to students who are enrolled or have completed ETE 2514C (EL 201) 3-2-4\*

## **ETE 2514C (EL 201) ADVANCED ELECTRICITY**

[Prerequisite: ETE 1020C (EL 102)] This course is a study of DC and AC energy and machinery with emphasis on graphical and numerical analysis methods. Also included is the study of electrical mathematics, and analysis geometry as applicable to electrical problems. 3-2-4\*

## **ETE 2541 (EL 222) POWER TRANSMISSION**

[Prerequisite: ETE 2514C (EL 201)] This course is a study of the theory and application of electrical equipment used in the generation, transmission and distribution of electric power with emphasis on distribution equipment. (Generators, sub-station, aerial and underground power lines, transformers, regulators, capacitors, relays, etc.) 3-0-3\*

## **ETE 2633C (EL 220) LOGIC CIRCUITS**

[Prerequisites: ETE 1010C (EL 101), or MAC 1144 (MS 121)] This course is a study of modern logic circuits and computer blocks. The logic circuits covered are AND, OR, NAND, and NOR gates. The blocks include pulse circuits, basic multi-vibrator circuits – bistable (flip-flop), monostable (one shot), astable (clock) and Schmitt trigger circuit. 3-2-4\*

## **Engineering Technology: General**

### **ETG 2910 (CL 290) TECHNICAL PROBLEMS**

[Prerequisites: ETC 2323C (CL 212), ETD 2121C (CL 220), ETC 2331 (CL 231); or suitable experience] A guided self study into a speciality area of land surveying. Student

\* Lecture-Lab-Credit Hours

has an option of stereo plotter operation, advanced drafting, control surveys and adjustments, sectional surveys, computer programming of surveying problems, or other approved specialities. 3-0-3\*

## Engineering Technology: Industrial

### ETI 1411C (ML 121) MANUFACTURING PROCESSES

This course is designed to provide a background of knowledge covering the various manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation is introduced and information is presented to acquaint the student with the modern practices of numerical control for machine tools and the uses of transfer and special machines. 2-2-3\*

### ETI 2633 (ML 210) INDUSTRIAL RELATIONSHIPS

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Personal Data Sheet" and techniques of applying for a job. 3-0-3\*

## Engineering Technology: Mechanical

### ETM 1600C (ML 122) AIR CONDITIONING SHOP

This course covers laboratory training in the use of basic hand and machine tools used by the trade. Measurement layout and fabrication of duct components with various connection methods including welding, folding and riveting. Metal and fiber board ducting practices are covered along with sweat and screw pipe methods. 2-2-3\*

### ETM 1610C (AC 112) PRINCIPLES OF AIR CONDITIONING

Psychrometrics of air, calculations of heat loads and conditioned air supply. 3-0-3\*

### ETM 1612 (AC 134) HEATING AND VENTILATING

A study of various types of heating and ventilating equipment for comfort heating; the selection and application of domestic and commercial components. 3-0-3\*

### ETM 1613 (AC 111) PRINCIPLES OF REFRIGERATION

A study of fundamental principles and their application to refrigeration and the component parts of basic commercial systems. 3-0-3\*

### ETM 1614C (AC 125) REFRIGERATION CYCLES AND EQUIPMENT

[Prerequisite ETE 1001C (AC 104), ETM 1613C (AC 111)] Theory of operation of domestic and commercial refrigeration equipment. 2-2-3\*

### ETM 2630 (AC 211) AIR CONDITIONING SYSTEMS

[Prerequisite: ETM 1610C (AC 112)] A study of the various types of air conditioning systems and their applications. 3-0-3\*

### ETM 2633 (AC 212) COMMERCIAL REFRIGERATION SYSTEMS

[Prerequisite: ETM 1614C (AC 125)] Commercial refrigeration systems and their related technical fields. 3-0-3\*

### ETM 2650C (AC 214) CONTROL SYSTEMS FOR REFRIGERATION

[Prerequisite: ETM 1610C (AC 112), ETM 1614C (AC 125)] Design, selection, application, and troubleshooting of refrigeration and air conditioning systems. 3-2-4\*

### ETM 2660C (AC 222) AIR DISTRIBUTION AND LAYOUT

[Prerequisite: ETM 1610C (AC 112), ETC 1501C (DG 108)] Fundamentals of air distribution, selection of components and accessories, design, planning, and layout of complete distribution systems, instrumentation, and system balancing. 2-4-4\*

\*Lecture-Lab-Credit Hours

## **ETM 2671C (AC 244) REFRIGERATION EQUIPMENT FOR AIR CONDITIONING SYSTEMS**

[Prerequisite: ETM 2633 (AC 212)] Installation, operation, balancing, and troubleshooting refrigeration problems in air conditioning. 2-2-3\*

## **ETM 2750C (AC 224) PLANNING OF AIR CONDITIONING SYSTEMS**

Practice in planning and estimating various types of air conditioning systems. 2-2-3\*

## **Fire Fighting and Protection**

### **FFP 1000 (FS 101) INTRODUCTION TO FIRE SCIENCE TECHNOLOGY**

Philosophy and history of fire service; organization and functions of local, county, state, federal, and private fire services; chemistry and physics of fire and theory of fire control. 3-0-3\*

### **FFP 1200 (FS 102) FIRE PREVENTION**

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis is on engineering a solution to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. 3-0-3\*

### **FFP 1600 (FS 103) FIRE APPARATUS AND EQUIPMENT**

Fire protection organization and equipment; basic fire fighting tactics; public relations as affected by fire protection. 3-0-3\*

### **FFP 1640 (FS 104) FIRE HYDRAULICS**

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculation to hydraulic problems. Underwriter requirements for pumps. 3-0-3\*

### **FFP 2120 (FS 204) FIRE ADMINISTRATION**

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. American Insurance Association grading schedule, and maintenance of buildings and equipment. 3-0-3\*

### **FFP 2240 (FS 212) FIRE INVESTIGATION AND ARSON DETECTION**

[Prerequisite: This course can only be given to members of the fire service and law enforcing agencies. Official identification necessary.] This course outlined to cover; detection of point or origin of fire, cause of fire and spread of fire. Course further covers report writing, interviewing, arson detection, collection and preservation of evidence. Also involves study of laws governing arson and courtroom procedure. 3-0-3\*

### **FFP 2300 (FS 201) RELATED FIRE CODES AND ORDINANCES**

[Prerequisite: FFP 1200 (FS 102)] Familiarization with national, state and local laws and ordinances which influence the field of fire prevention and protection. 3-0-3\*

### **FFP 2320 (FS 203) BUILDING CONSTRUCTION FOR FIRE PROTECTION**

Fundamental building construction and design; fire protection features; special considerations. 3-0-3\*

## **Mathematics: Technology and Business**

### **MTB 1103 (BA 110) BUSINESS MATHEMATICS (Taught in Business Department)**

This course includes information and practice in practical business situations involving: bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, stocks and annuities. 3-0-3\*

### **MTB 1321 (TM 103) TECHNICAL MATHEMATICS I (Taught in Engineering Department)**

This course and MTB 1322 (TM 104) form a sequence to be offered to those technology majors who do not qualify for MAC 1104 (MS 111). Topics considered are as follows:

\* Lecture-Lab-Credit Hours

## **Engineering Technology**

standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3\*

### **MTB 1322 (TM 104) TECHNICAL MATHEMATICS II (Taught in Engineering Department)**

[Prerequisite: MTB 1321 (TM 103) or MAT 1003 (MS 101) or MAT 1002 (MS 100)] This is the second course of the sequence offered to those technology majors who do not qualify for MAC 1104 (MS 111). Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the j-operator, inverse trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 3-0-3\*

### **BCN 2253C (DG 206) ARCHITECTURAL DRAFTING**

[Prerequisite: ETD 1110C (DG 100) or EGN 1130C (EG 101) or equivalent; co-requisite: BCN 1210 (ML 123)] Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through projects. 1-5-3\*

### **IDS 2154 (EG 201) HISTORY OF TECHNOLOGY I (Institutional Credit Only)**

Offered subject to permission of department chairperson. This independent study course acquaints the student with the creative forces which man has developed to control his environment. 1-0-1\*

### **IDS 2140 (EG 202) HISTORY OF TECHNOLOGY II (Institutional Credit Only)**

[Prerequisite: IDS 2154 (EG 201)] Offered subject to permission of department chairperson. This independent study course familiarizes the student with a number of transportation devices which have contributed to man's progress through the ages. 1-0-1\*

### **ETG 2530C (ML 221) PROPERTIES AND TESTING OF MATERIALS**

[Prerequisite: ETI 1411C (ML 121)] Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failures, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3-2-4\*

### **BCN 1760 (BI 165) PRINCIPLES OF CODES AND CODE ADMINISTRATION**

This course is an overview of the several codes which relate to the building trades. Special attention will be given to the responsibility of a building inspector. 3-0-3\*

### **BCN 1764 (BI 166) PRINCIPLES OF BUILDING CODE COMPLIANCE AND BUILDING FOR THE HANDICAPPED**

The intent of this course is to familiarize the student with regulations concerning compliance with the building code and the laws pertaining to making buildings and facilities accessible to, and usable by, the physically handicapped. 3-0-3\*

### **BCN 1763 (BI 167) FUNDAMENTALS OF BUILDING CODES**

A more in-depth study of the key chapters of the current edition of the Standard Building Code including but not limited to: foundations, footings and excavations, masonry construction, steel construction, concrete construction, wood construction and how the various codes govern these areas of the construction industry and how they relate to building inspectors. Inspection techniques will also be studied. 3-0-3\*

### **BCN 1502 (BI 168) FUNDAMENTALS OF PLUMBING CODES**

A thorough investigation of the current edition of the Standard Plumbing Code. Particular attention will be placed on plumbing inspection techniques. Existing methods and new trends in the plumbing field will also be studied. 3-0-3\*

### **BCN 1523 (BI 169) FUNDAMENTALS OF ELECTRICAL CODES**

An examination of N.F.P.A. No. 70, current edition, better known as the National Electrical Code (N.E.C.). Emphasis will be on electrical code inspection techniques and examining the N.E.C. from an electrical inspector's point of view, keeping in mind current methods, while being open to new trends. 3-0-3\*

\*Lecture-Lab-Credit Hours

## Engineering Technology

### CN 2561 (BI 270) ELECTRO-MECHANICAL BUILDING SYSTEMS (H.A.R.V.)

A study of the various electro-mechanical systems such as heating, air conditioning, refrigeration and ventilation. Emphasis will be placed on the codes and standards that govern these systems including but not limited to: the Standard Mechanical Code, the Standard Building Code, N.F.P.A., the Standard Gas Code, American Society of Heating, Refrigeration and Air Conditioning Engineers, National Warm Air Heating and Air Conditioning Association and the Sheet Metal and Air Conditioning Contractor's National Association. Attention will be placed on how these codes and standards relate to inspection techniques. 3-0-3\*

### CN 2770 (BI 271) BUILDING DEPARTMENT ADMINISTRATION

A comprehensive study and review of the administration of a municipal building department including purpose, organization, the building official — his duties and responsibilities — codes and standards, personnel requirements, supervision and training, the public sector, supplies and equipment, forms, records and reports, legal aspects, building department programs and new concepts. 3-0-3\*



*The Annual Christmas Concert is a Tradition at PBJC.*



# **Law Enforcement, Corrections, Security, and Loss Prevention**

**FACULTY:** Tuttle (Chairperson), Dooies, Macy (Assistant Chairperson)

**MAJORS:** Law Enforcement, Corrections, Security and Loss Prevention

**COURSE PREFIXES:** CCJ, CJT (CO, PO, SE)

The transformation of the United States from a rural to an urban society, the tremendous social problems resulting from herding people together in vast areas around urban centers, the rapid acceleration of the drive for equality, the breakdown of many of our institutions, which have heretofore maintained social stability, pose problems for police which are greater in both magnitude and complexity than those which they have faced before.

The degree programs in law enforcement and corrections are focused upon the need for a broad background of educational experience. They are designed to provide personnel with the knowledge and understanding necessary to operate effectively in the highly complex field of social control. A number of related Law Enforcement, Corrections, Security, and Criminal Justice career fields are open to the graduate of the types of police, corrections, and security programs listed below. There is no discrimination on the ground of race, color, sex, religion or national origin.

## **LAW ENFORCEMENT (A.S. 19-425)**

This course of study is open to both men and women students and provides a modern approach to the field of Criminology with considerable specialized study in the field of Law Enforcement, including relations with the police, courts, correctional agencies in the total administration of criminal justice. This program provides a modern approach for beginning employment in the various criminal justice fields, with knowledge and understanding necessary to operate effectively in the field of law enforcement. The program as recommended below leads to graduation with an Associate in Science Degree in Law Enforcement, which will enable a student to transfer to a senior university in order to obtain his Bachelor's Degree.

COURSE	SEMESTER HOURS CREDIT
Communications: . . . . .	ENC 1103 (EH 101), ENC 1136 (EH 102) . . . . .
Mathematics: . . . . .	MGF 1113 (MS 106) or higher math . . . . .
Natural Science: . . . . .	Biology, Conservation, Physical Science, Chemistry . . . . .
Humanities: . . . . .	Literature . . . . .
Social Science: . . . . .	ARH 1000 (AT 110) or MUL 1011 (MC 110) SOC 1200 (SS 101), POS 1001 (SS 102) or POS 2041 (PL 201) or AMH 2010 (HY 201) .
Physical Education: . . . . .	(Exceptions: adults over 25, veterans, evening students . . . . .)
Health . . . . .	. . . . .
Electives: . . . . .	. . . . .
Criminal Justice . . . . .	. . . . .
	62

**NOTE:** Students desiring to continue their college education at a senior university must complete at least 36 hours of General Education subjects. Any substitution of courses for the Law Enforcement Degree or certificate program must be approved by the department chairperson. A minimum of 18 hours in any of the criminal justice courses listed below must be completed to earn the A.S. Degree in Law Enforcement.

## CRIMINAL JUSTICE COURSES

COURSE	TITLE	HOURS
CCJ 1100	(PO 100) . . Introduction to Law Enforcement . . . . .	3
CCJ 1410	(PO 101) . . Police Administration I . . . . .	3
CCJ 1420	(PO 102) . . Police Administration II . . . . .	3
CJT 2100	(PO 202) . . Criminal Investigation . . . . .	3
CCJ 2270	(PO 203) . . Law of Arrest, Search & Seizure . . . . .	3
CCJ 2210	(PO 204) . . Criminal Law . . . . .	3
CCJ 2230	(PO 205) . . Laws of Evidence . . . . .	3
CJT 2140	(PO 206)* . . Introduction to Criminalistics . . . . .	3
CCJ 2500	(PO 207) . . Juvenile Delinquency . . . . .	3
CCJ 2905	(PO 208) . . Issues in Criminal Justice . . . . .	3
CCJ 1300	(CO 100) . . Introduction to Corrections . . . . .	3
CCJ 2450	(CO 201) . . Management Supervision in the Criminal Justice Field . . . . .	3

## RECOMMENDED ELECTIVES

ECO 2000	(BA 200) . . Introduction to Economics . . . . .	3
HES 1400	(HH 103) . . Standard First Aid and Personal Safety . . . . .	1
AMH 2010	(HY 201) . . U.S. History to 1865 . . . . .	3
AMH 2020	(HY 202) . . U.S. History from 1865 . . . . .	3
PHI 1100	(LC 101) . . Art of Thinking . . . . .	3
POS 2041	(PL 201) . . American National Government . . . . .	3
POS 2112	(PL 202) . . State and Local Government . . . . .	3
PSY 2012	(PY 201) . . General Psychology . . . . .	3
EGC 2120	(PY 202) . . Personality Development . . . . .	3
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
ANT 2000	(SS 203) . . Introduction to Anthropology . . . . .	3
SOC 2000	(SS 207) . . Introduction to Sociology . . . . .	3
SOC 2020	(SS 210)** . . American Social Problems . . . . .	3

\*Prerequisite and/or co-requisite CJT 2100 (PO 202) or CCJ 2230 (PO 205)

\*\*Required elective for Law Enforcement majors.

## LAW ENFORCEMENT CERTIFICATE PROGRAM (Ct. 19-428)

This program will assist police/security officers and those having related duties to achieve practical knowledge of the administration and operation of a modern police agency. This program will also acquaint a person with problems associated with social control and problems within our society.

COURSE	TITLE	SEMESTER HOURS CREDIT
POS 2041	(PL 201) . . American National Government . . . . .	3
CCJ 1100	(PO 100) . . Introduction to Law Enforcement and Criminal Justice . . . . .	3
CCJ 1410	(PO 101) . . Police Administration I . . . . .	3
CCJ 1420	(PO 102) . . Police Administration II . . . . .	3
CJT 2100	(PO 202) . . Criminal Investigation . . . . .	3
CCJ 2270	(PO 203) . . Law of Arrest, Search and Seizure . . . . .	3
CCJ 2210	(PO 204) . . Criminal Law . . . . .	3
PSY 2012	(PY 201) . . General Psychology . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
SOC 2020	(SS 210) . . American Social Problems . . . . .	3

30

NOTE: CCJ 2230 (PO 205), CJT 2140 (PO 206), CCJ 2500 (PO 207), CCJ 2905 (PO 208) CCJ 1020 (CO 101), CCJ 2450 (CO 201) may be substituted for any of the above courses in the degree or certificate program.

Provides a modern approach to the field of Criminology with considerable specialized study in the field of Corrections, including emphasis on relations with the police, courts, and other public agencies in the total administration of Criminal Justice. The program is designed to provide personnel with the knowledge and understanding necessary to operate effectively in the highly complex field of social control. The program as recommended below leads to graduation with an Associate in Science Degree in Corrections which will enable a student to transfer to a senior university in order to obtain his Bachelor's Degree.

COURSE	SEMESTER HOURS CREDIT
Communications: . . . . .	ENC 1103 (EH 101), ENC 1136 (EH 102) . . . . . 6
Mathematics: . . . . .	MGF 1113 (MS 106) or higher math . . . . . 3
Natural Science: . . . . .	Biology, Conservation, or Physical Science or Chemistry . . . . . 7
Humanities: . . . . .	Literature . . . . . 3
Social Science: . . . . .	ARH 1000 (AT 110) or MUL 1011 (MC 110) SOC 1200 (SS 101), POS 1001 (SS 102) or POS 2041 (PL 201) or AMH 2010 (HY 201) . . . . . 3
Physical Educ.: . . . . .	(Exceptions: adults over 25 years, veterans, evening students) . . . . . 2
Health: . . . . .	2
Electives: . . . . .	12
Criminal Justice: . . . . .	18
	<hr/> 62

NOTE: Students desiring to continue their college education at a senior university must complete at least 36 hours of General Education subjects. Any substitution of courses for the Law Enforcement Degree or certificate program must be approved by the department chairperson. A minimum of 18 hours in any of the Criminal Justice courses listed below must be completed to earn the A.S. Degree in Corrections.



## CRIMINAL JUSTICE COURSES

COURSE	TITLE	HOURS CREDIT
CCJ 1300	(CO 100) . . Introduction to Corrections . . . . .	3
CCJ 1020	(CO 101) . . Administration of Criminal Justice . . . . .	3
CCJ 2330	(CO 200) . . Probation and Parole . . . . .	3
CCJ 2450	(CO 201) . . Management Supervision in the Criminal Justice Field . . . . .	3
CCJ 2310	(CO 202) . . Correctional Facility Organization & Operation . . . . .	3
CCJ 1100	(PO 100) . . Introduction to Law Enforcement . . . . .	3
CCJ 2210	(PO 204) . . Criminal Law . . . . .	3
CCJ 2500	(PO 207) . . Juvenile Delinquency . . . . .	3
CCJ 2905	(PO 208) . . Issues in Criminal Justice . . . . .	3

## RECOMMENDED ELECTIVES

HES 1400	(HH 103) . . Standard First Aid and Personal Safety . . . . .	1
POS 2041	(PL 201) . . American National Government . . . . .	3
POS 2112	(PL 202) . . State and Local Government . . . . .	3
PSY 2041	(PY 201) . . General Psychology . . . . .	3
EGC 2120	(PY 202) . . Personality Development . . . . .	3
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
ANT 2000	(SS 203) . . Introduction to Anthropology . . . . .	3
SOC 2000	(SS 207) . . Introduction to Sociology . . . . .	3
SOC 2020	(SS 210)* . . American Social Problems . . . . .	3
MHT 1010	(MH 100)** Introduction to Mental Health . . . . .	3
MHT 1210	(MH 101)** Principles of Group Dynamics . . . . .	3
MHT 1300	(MH 103)** Interviewing & Recording . . . . .	3

\*Required elective for correctional majors.

\*\*These elective courses cannot be used to fulfill the elective area of General Education preparation.

## CORRECTIONS CERTIFICATE PROGRAM (Ct. 19-427)

Prime objective of the program: This program will assist correctional officers to achieve some practical and technical knowledge of the administration of a modern confinement facility. The program will also provide basic information relative to the Criminal Justice System, Human Behavior, Social Control and problems confronting our society.

COURSE	TITLE	SEMESTER HOURS CREDIT
CCJ 1300	(CO 100) . . Introduction to Corrections . . . . .	3
CCJ 1020	(CO 101) . . Administration of Criminal Justice . . . . .	3
CCJ 2330	(CO 200) . . Principles of Probation and Parole . . . . .	3
CCJ 2310	(CO 202) . . Correction Facility Organization and Operations . . . . .	3
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
MHT 1300	(MH 103) . . Interviewing and Recording . . . . .	3
CCJ 1000	(PO 100) . . Introduction to Law Enforcement and Criminal Justice . . . . .	3
CCJ 2210	(PO 204) . . Criminal Law . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
SOC 2020	(SS 210) . . American Social Problems . . . . .	3

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CCJ 2450 (CO 201) may be substituted for any of the above CCJ (CO or PO) courses.

# **Law Enforcement**

## **SECURITY AND LOSS PREVENTION**

A fully integrated approach to Security Education has been developed in this program. This approach embraces many facets of the academic community with a primary objective of developing an interdisciplinary curriculum oriented to the total concept of loss prevention management. Security is not law enforcement but it augments, overlaps and assists proper law enforcement efforts. Security attempts to provide protection against all forms of losses due to man-made, natural or environmental hazards. It also attempts to prevent all unlawful events from occurring to nations, states, municipalities, corporations, businesses and individuals. Its main goal is to provide protection against all forms of losses.

### **SECURITY (A.S. 19-429)**

#### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
CCJ 1020	(CO 101) . . Administration of Justice . . . . .	3
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
HES 1400	(HH 103) . . Standard First Aid and Personal Safety . . . . .	1
MHT 1300	(MH 103) . . Interviewing and Recording . . . . .	3
PEM 2405L	(PE 216) . . Self-Defense . . . . .	1
PSY 2012	(PY 201) . . General Psychology . . . . .	3
CCJ 1800	(SE 100) . . Introduction to Security . . . . .	3
CCJ 1820	(SE 101) . . Security Administration . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)* . . Political Institutions Science . . . . .	3
		<hr/> 32

#### **SOPHOMORE YEAR**

CCJ 2450	(CO 201) . . Management & Supervision in the Criminal Justice Field . . . . .	3
FFP 1200	(FS 102) . . Fire Prevention . . . . .	3
HES 1000	(HH 101) . . Perspectives on Healthful Living . . . . .	2
	(PE) . . . . . Physical Education . . . . .	1
CJT 2100	(PO 202) . . Criminal Investigation . . . . .	3
CCJ 2210	(PO 204) . . Criminal Law . . . . .	3
CCJ 1810	(SE 102) . . Principles of Loss Prevention . . . . .	3
CCJ 1938	(SE 104) . . Special Security Problems . . . . .	3
CCJ 1830	(SE 105) . . Security Education . . . . .	3
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
SOC 2020	(SS 210) . . Social Problems . . . . .	3
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\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted. CJT 1350 (SE 103) may be substituted for any of the security courses.

(Any substitute in either of the Security programs must be approved by the department chairperson.)

### **SECURITY AND LOSS PREVENTION CERTIFICATE PROGRAM (Ct. 19-430)**

This certificate program will assist security personnel to achieve practical and technical knowledge of the administration and operation of a security agency and to be aware of the principles of loss prevention.

COURSE	TITLE	
CCJ 1020	(CO 101) . . . Administration of Criminal Justice . . . . .	3
CCJ 2450	(CO 201) . . . Management & Supervision in the Criminal Justice Field . . . . .	3
FFP 1200	(FS 102) . . . Fire Prevention . . . . .	3
HES 1400	(HH 103) . . . Standard First Aid and Personal Safety . . . . .	1
MHT 1300	(MH 103) . . . Interviewing and Recording . . . . .	3
PEM 2405L	(PE 216) . . . Self-Defense . . . . .	1
CJT 2100	(PO 202) . . . Criminal Investigation . . . . .	3
CCJ 2210	(PO 204) . . . Criminal Law . . . . .	3
CCJ 1800	(SE 100) . . . Introduction to Security . . . . .	3
CCJ 1820	(SE 101) . . . Security Administration . . . . .	3
CCJ 1810	(SE 102) . . . Principles of Loss Prevention . . . . .	3
CJT 1350	(SE 103) . . . Security Report Writing . . . . .	2
CCJ 1938	(SE 104) . . . Special Security Problems . . . . .	3
CCJ 2830	(SE 105) . . . Security Education . . . . .	3
		37

CCJ 2230 (PO 205), CCJ 2500 (PO 207), CCJ 1100 (PO 100), CCJ 2270 (PO 203) may be substituted for any of the above CCJ or CJT (PO or CO) courses upon permission of the department chairperson.

## COURSE DESCRIPTIONS

### Criminology and Criminal Justice

#### CCJ 1020 (CO 101) ADMINISTRATION OF CRIMINAL JUSTICE

An overview of the total system of the administration of justice provided with emphasis on due process, justice and on the Constitutional guarantees and the civil rights of citizens and prisoners at various levels. 3-0-3\*

#### CCJ 1100 (PO 100) INTRODUCTION TO LAW ENFORCEMENT AND CRIMINAL JUSTICE

This course introduces the student to the field of law enforcement, covering philosophical background, history, constitutional limits, agencies, processes of justice, and evaluation of specific law enforcement practices today. 3-0-3\*

#### CCJ 1300 (CO 100) INTRODUCTION TO CORRECTIONS

An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons, and correctional institutions, and parole. History and philosophy of correctional practice is surveyed. 3-0-3\*

#### CCJ 1410 (PO 101) POLICE ADMINISTRATION I

This course stresses the administrative activity of a modern police department. Special attention is given administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training. 3-0-3\*

#### CCJ 1420 (PO 102) POLICE ADMINISTRATION II

The concern in this course is with the efficient operations of a modern police department. Particular emphasis is placed on that phase of police operations which are usually seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. 3-0-3\*

#### CCJ 1800 (SE 100) INTRODUCTION TO SECURITY

The historical, philosophical and legal basis of security. The role of security and the security individual in modern society; the concept of professionalism; a survey of the administration, personnel and physical aspects of the security field. 3-0-3\*

#### CCJ 1810 (SE 102) PRINCIPLES OF LOSS PREVENTION

An outline of the functional operation of various specialized areas of security such as, theft and risk control, security surveys and loss prevention, management in proprietary

\*Lecture-Lab-Credit Hours

## **Law Enforcement**

and governmental institutions. Includes individual crime prevention and loss prevention techniques. 3-0-3\*

### **CCJ 182Q (SE 101) SECURITY ADMINISTRATION**

Organization, administration and management of security and plant protection units. Policy and decision making, personnel and budgeting, programs in business, industry and government, including retailing, transportation and public and private institutions, private guard and alarm services. 3-0-3\*

### **CCJ 1830 (SE 105) SECURITY EDUCATION**

An analysis of the methods and techniques of setting up a security education program in a business, industrial or institutional organization and the problems involved in implementing and maintaining a program of security education. An examination of the objectives of an effective security education program and an insight into some of the security problems that security education can eliminate or curtail. A study of the various media employed to educate both management and employees about their security responsibilities. Security education is presented as a means of motivating the employee, creating an awareness and developing a favorable employee attitude. 3-0-3\*

### **CCJ 1938 (SE 104) SPECIAL SECURITY PROBLEMS**

A study of the security requirements in specific areas. Topical subjects would include Bank, Campus, Computer, Personnel, Hospital, Transportation, Industrial, Physical Plant and Guard Programs. The emphasis placed on each subject will relate to the specific needs associated with the community and the area the program will service. 3-0-3\*

### **CCJ 2210 (PO 204) CRIMINAL LAW**

A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3-0-3\*

### **CCJ 2230 (PO 205) LAWS OF EVIDENCE**

This course is oriented toward kinds of evidence and rules governing the admissibility of evidence to court and is a continuation of the study of the criminal justice system in the United States. Emphasis is also given to Florida laws of evidence and their application to proper law enforcement. 3-0-3\*

### **CCJ 2270 (PO 203) LAW OF ARREST, SEARCH, AND SEIZURE**

Peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights of suspect, techniques and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search of premises, automobiles, and persons. Discussions relative to officers' right to search and hold for evidence or confiscate property. 3-0-3\*

### **CCJ 2310 (CO 202) CORRECTION FACILITY ORGANIZATION AND OPERATION**

The organizations of various institutions are studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed. This course includes planning programs for specialized behavioral problems among inmates. 3-0-3\*

### **CCJ 2330 (CO 200) PRINCIPLES OF PROBATION AND PAROLE**

The procedures associated with community-based treatment programs before and after incarceration will be examined in detail. Sentencing patterns, problems, and procedures along with the administrative policies used in the pre-sentence investigation (PSI) will be emphasized so that a more thorough understanding of the process will be acquired. Proper procedures in the supervision of probationers and parolees with a major impact on individual treatment and counseling methods in order to insure maximum societal gains will also be explored. 3-0-3\*

\* Lecture-Lab-Credit Hours

**CCJ 2450 (CO 201) MANAGEMENT AND SUPERVISION IN THE CRIMINAL JUSTICE FIELD**

Principles of management and methods of supervision and evaluation are surveyed. Topics such as leadership, motivation, communications, incentives, discipline and morale are studied. 3-0-3\*

**CCJ 2500 (PO 207) JUVENILE DELINQUENCY**

An introduction to the causes and treatment of juvenile delinquency. The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures. 3-0-3\*

**CCJ 2905 (PO 208) ISSUES IN CRIMINAL JUSTICE**

This course is designed to allow the student to pursue an individually selected issue in our contemporary criminal justice system. Thorough in-depth investigation of this issue will be through class discussions and practical field visits and research to appropriate South Florida criminal justice agencies (police, courts, corrections, probation, parole, juvenile delinquency). Skills developed by use of this method will be a deeper and more meaningful understanding of the interrelationships among all segments of our criminal justice system. 3-0-3\*

## Criminal Justice Technology

**CJT 1350 (SE 103) SECURITY REPORT WRITING**

Determining report content through evaluation of information. Emphasis is placed on accurate terminology and description, collection and analysis of information and concise writing. The student is required to participate in numerous report-writing projects. 2-0-2\*

**CJT 2100 (PO 202) CRIMINAL INVESTIGATION**

A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation — after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor. 3-0-3\*

**CJT 2140 (PO 206) INTRODUCTION TO CRIMINALISTICS**

[Co- or prerequisite CJT 2100 (PO 202) or CCJ 2230 (PO 205)] A course designed to familiarize the student with the capabilities of the modern crime laboratory and its contribution to the criminal justice system. Selected laboratory experiments, scientific analysis, comparison procedures, and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms, and ballistic examinations will be accomplished. 3-0-3\*

\* Lecture-Lab-Credit Hours

# Library

**FACULTY:** Douglass (Chairperson), Foster, Richardson, Roberts, Thomas, Wade, Wetherby

**MAJOR:** Librarian (University Parallel), Library Technology (Tech)

**COURSE PREFIXES:** LIS (LT)

**PROGRAMS:**

**LIBRARY TECHNOLOGY (A.S. 15-351) (Offered on Demand Only)**

The Library Technology program is designed to prepare students for responsible clerical and statistical positions in libraries. The curriculum will provide the student with the essential mechanical functions of librarianship such as workroom and circulation procedures and information services.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	(AT 110) . . Art Appreciation . . . . .	3
SES 1100C	(BE 105)* ✓ Beginning Typewriting . . . . .	2
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
LIS 1760	(LT 101) ✓ Library Workroom Procedures . . . . .	3
LIS 1700	(LT 102) ✓ General Library Procedures . . . . .	3
LIS 1580	(LT 103) ✓ Children's Literature . . . . .	3
MUL 1011	(MC 110) . . Music Appreciation . . . . .	3
	(PE) . . ✓ Physical Education . . . . .	2
PSC 1513	(PS 101) . . Survey of Physical Science I . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102) . . Political Institutions . . . . .	3

34

**SOPHOMORE YEAR**

SES 1341	(BE 101) ✓ Office Practice . . . . .	3
ENL 2015	(EH 201) . . English Literature to 1660 . . . . .	3
ENL 2020	(EH 202) . . English Literature after 1660 . . . . .	3
AML 2020	(EH 205) . . American Literature to 1865 . . . . .	3
WOH 1012	(HY 101) . . Ancient & Medieval Civilization . . . . .	3
WOH 1022	(HY 102) . . Modern Civilization . . . . .	3
LIS 1702	(LT 104) ✓ Non-book Materials . . . . .	3
LIS 1709	(LT 105) ✓ Library Practicum . . . . .	3
PSY 2012	(PY 201) . . General Psychology . . . . .	3
	Electives** . . . . .	3

30

\*Students must pass the qualifying typewriting test or pursue SES 1100C (BE 105).

\*\*Suggested Electives: Students contemplating business or technical library work should take MAN 1700 (BA 100). Students contemplating medical library work should make the following substitutions: BSC 1012 (BY 100) BSC 1012L (BY 105) for WOH 1012 (HY 101)-WOH 1022 (HY 102). HES 1000 (HH 101) for ARH 1000 (AT 110) and take NUS 2402 (NG 255).

**LIBRARIAN (A.A. 15-352)**

Students interested in a career as a Librarian, and transfer to a four-year college or university, will complete Associate in Arts program arranged in consultation with members of the staff.

**COURSE DESCRIPTIONS****LIS 1580 (LT 103) CHILDREN'S LITERATURE**

This course relates children's needs and interests to appropriate book materials for their fulfillment. Sources and uses of material are stressed. 3-0-3\*

**LIS 1700 (LT 102) GENERAL LIBRARY PROCEDURES**

This course trains the student in circulation procedures; reserve book preparation and handling; library statistics; and the fundamentals of information service. 3-0-3\*

**LIS 1702 (LT 104) NON-BOOK MATERIALS**

The technologist is introduced to the use and care of a variety of audio-visual aids, acquires a basic knowledge of graphics, and learns essential record-keeping procedures. 3-0-3\*

**LIS 1709 (LT 105) LIBRARY PRACTICUM**

The essential tools of basic information service are studied in this course. The student is introduced to a variety of reference sources and learns to correlate them. 3-0-3\*

**LIS 1760 (LT 101) LIBRARY WORKROOM PROCEDURES**

This course introduces the student to the technical processes involved in ordering and preparing books for use in various types of libraries. 3-0-3\*



\* Lecture-Lab-Credit Hours

# ***Mathematics***

**FACULTY:** Wing (Chairperson), Alber, Bullock, Evans, Foley, Hendrix, Hitchcock, Saile, Shaw, Still, Sweet, Travis (Assistant Chairperson), Van Wyhe Yount

**MAJORS:** Mathematician, Mathematics Teacher

**COURSE PREFIXES:** COP, MAT, MAS, MAP, MAC, MGF, MTB, STA (MS)

**PROGRAMS:**

**MATHEMATICIAN (A.A. 11-251)**

**FRESHMAN YEAR**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>	
		<b>Fall</b>	<b>Winter</b>
ARH 1000 or MUL 1011	(AT 110) . . Art Appreciation . . . . .	3	
ENC 1103	(MC 110) . . Music Appreciation . . . . . (3)		3
ENC 1136	(EH 101) . . Freshman Communications . . . . .		
FRE 1100	(EH 102) . . Freshman Communications . . . . .		3
FRE 1101	(FH 101) . . Elementary French . . . . .		3
MAC 2411	(FH 102) . . Elementary French . . . . .		3
MAC 2412	(MS 204) . . Calculus I . . . . .		3
COP 2110	(MS 205) . . Calculus II . . . . .		3
SOC 1200	(MS 210) . . Mathematical Programming . . . . .		2
POS 1001	(SS 101) . . Social Institutions . . . . .		3
	(SS 102)* . . Political Institutions . . . . .		3
	(PE) . . . . . Physical Education . . . . .	1	1
		<b>16</b>	<b>15</b>



**SOPHOMORE YEAR**

FRE 2200	(EH) . . . . .	Literature . . . . .	3	
FRE 2201	(FH 201) . .	Intermediate French . . . . .	3	3
HES 1000	(HH 101)**	Perspectives on Healthful Living . . . . .	2	
MAC 2413	(MS 206) . .	Calculus III . . . . .	4	
MAP 2302	(MS 207) . .	Differential Equations . . . . .		3
STA 2014	(MS 208) . .	Statistics . . . . .		3
MAS 2103	(MS 209) . .	Elementary Linear Algebra . . . . .		3
PHY 2040C	(PH 205) . .	General Physics with Calculus I . . . . .	4	
PHY 2041C	(PH 206) . .	General Physics with Calculus II . . . . .		4
			16	16

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

**MATHEMATICS TEACHER (A.A. 11-253)****FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	(AT 110) . . Art Appreciation . . . . .	3	
or			
MUL 1011	(MC 110) . . Music Appreciation . . . . .	(3)	
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3	
ENC 1136	(EH 102) . . Freshman Communications . . . . .		3
EDF 1005	(EN 101) . . Introduction to Education . . . . .	3	
MAC 2411	(MS 204) . . Calculus I . . . . .		3
MAC 2412	(MS 205) . . Calculus II . . . . .		3
COP 2110	(MS 210) . . Mathematical Programming . . . . .		2
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .		3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3	
POS 1001	(SS 102)* . . Political Institutions . . . . .		3
	(PE) . . . . . Physical Education . . . . .	1	1
		16	15

**SOPHOMORE YEAR**

HES 1000	(EH) . . . . .	Literature . . . . .	3	
	(HH 101)**	Perspectives on Healthful Living . . . . .	2	
MAC 2413	(MS 206) . .	Calculus III . . . . .	4	
AMP 2302	(MS 207) . .	Differential Equations . . . . .		3
STA 2014	(MS 208) . .	Statistics . . . . .	3	
MAS 2103	(MS 209) . .	Elementary Linear Algebra . . . . .		3
PHY 2040C	(PH 205) . .	General Physics with Calculus I . . . . .	4	
PHY 2041C	(PH 206) . .	General Physics with Calculus II . . . . .		4
PSY 2012	(PY 201) . .	General Psychology . . . . .	3	
		Electives . . . . .		3
			16	16

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

**MATH LEARNING CENTER**

The multimedia systems learning center is open to all students. Programmed material, tapes, filmstrips, 8 mm, films and other devices covering various levels of mathematics are available to fit student's individual needs. Many mini-computers are in the learning center to aid the student with computations. A number of mathematics course offerings can be taken in the center by registering for MS 100.

# **Mathematics**

## **COURSE DESCRIPTIONS**

### **Computer Programming**

#### **COP 2110 (MS 210) MATHEMATICAL PROGRAMMING (See Data Processing)**

[Prerequisite: MAC 1104 (MS 111 or higher)] This course introduces the student to flow-charting techniques and to the programming of mathematical problems in Fortran IV. Emphasis is on the algorithmic approach. 2-0-2\*

### **Mathematics**

#### **MAT 1002 (MS 100) DEVELOPMENTAL MATH\*\***

All students taking a math course in the Math Learning Center must register for MAT 1002 (MS 100). All programs in the Learning Center are self-study, individualized to student needs. depending upon the programs and achievement, the student may earn up to 3 hours credit in one semester. 3-0-3\*t

#### **MAT 1003 (MS 101) BASIC ARITHMETIC (Institutional Credit Only)**

This module will review and reenforce basic arithmetic principles. A pre-testing program will determine the level at which the student begins his study. Topics for students in various fields of study are introduced in this module. 1-0-1\*

#### **MAT 1013 (MS 102) PREPARATORY ALGEBRA (Institutional Credit Only)**

This second module of Developmental Math is designed for the student with little or no background in algebra. Study will include operations of basic algebra — signed numbers, exponents, algebraic fractions, etc. 1-0-1\*

#### **MAT 1014 (MS 103) INTRODUCTION TO MODERN MATH (Institutional Credit Only)**

Basic concepts of set theory, number structure and numeration will be covered in this third module. Students going to the MGF 1113 (MS 106) program will also cover the real numbers. Students going to the MAT 1033 (MS 110) program will cover additional topics in algebra. 1-0-1\*

#### **MAT 1033 (MS 110) INTERMEDIATE ALGEBRA**

[Prerequisite: One year of high school algebra or its equivalent and adequate score on placement test.] This course is designed to prepare the student for MAC 1104 (MS 111). Topics included are sets, properties of real numbers, linear equations and inequalities, exponents and radicals, quadratic equations and graphing in the plane. 3-0-3\*

### **Mathematics: Algebraic Structures**

#### **MAS 2103 (MS 209) ELEMENTARY LINEAR ALGEBRA**

[Prerequisite: MAC 2412 (MS 205)] A course designed to introduce the student to the notion of mathematical proof. Topics included are abstract systems, vector spaces, linear transformations, matrices, linear equations and determinants. 3-0-3\*

### **Mathematics: Applied**

#### **MAP 2302 (MS 207) DIFFERENTIAL EQUATIONS**

[Prerequisite: MAC 2413 (MS 206)] Topics included are ordinary differential equations with applications, the Laplace transform, differential operators systems of equations, orthogonal trajectories, electric networks and inverse transforms. 3-0-3\*

\*Lecture-Lab-Credit Hours

\*\*A student registered for MAT 1002 (MS 100) may earn credit in any of the following regular math courses: MGF 1113 (MS 106), MAT 1033 (MS 110), MAC 1104 (MS 111) or MAC 1144 (MS 121).

tStudents who need additional work may enroll in MAT 060. Please see instructor for information on Mathematics Workshop.

## Mathematics: Calculus and Precalculus

### MAC 1104 (MS 111) COLLEGE ALGEBRA

[Prerequisite: MAT 1033 (MS 110) or adequate score on placement test and two years of high school algebra] Topics included are relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions. 3-0-3\*

### MAC 1144 (MS 121) TRIGONOMETRY AND ANALYTIC GEOMETRY

[Prerequisite: MAC 1104 (MS 111) or adequate score on placement test] This is a study of the trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles, complex numbers and plane analytic geometry. 3-0-3\*

### MAC 2411 (MS 204) CALCULUS I

[Prerequisite: MAC 1144 (MS 121) or adequate score on placement test and high school trigonometry] This is the first of a three-term sequence. Topics included are functions, derivatives and integration of algebraic functions, trigonometric functions, logs and exponential functions, and vectors in the plane. 3-0-3\*

### MAC 2412 (MS 205) CALCULUS II

[Prerequisite: MAC 2411 (MS 204)] This is the second of a three-term sequence. Topics included are limits and continuity, techniques of integration, applications, and polar coordinates. 3-0-3\*

### MAC 2413 (MS 206) CALCULUS III

[Prerequisite: MAC 2412 (MS 204)] This is the third of a three-term sequence. Topics included are curve sketching and vectors in three dimensions, partial differentiation, multiple integration and infinite series. 4-0-4\*

## Mathematics: General and Finite

### MGF 1113 (MS 106) GENERAL EDUCATION MATHEMATICS I

[Prerequisite: Adequate score on placement test or permission of Department Chairperson] Credit: 1, 2, or 3 semester hours. A student may select the regular three-hour course which will cover the basic concepts of logic, mathematical systems, systems of numeration and a development of the real number system. OR He may select 1, 2, or 3 of the following modules for one-hour credit each:

#### MODULE 1: MATHEMATICAL SYSTEMS

This module examines the basic principles and the logical structure underlying mathematics through the study of clock arithmetic and other abstract systems.

#### MODULE 2: NUMBER BASES

This module constitutes an introduction to the symbolism, counting and calculations in number bases other than our familiar base ten, with an emphasis on basic mathematical properties and concepts.

#### MODULE 3: HISTORY OF MATHEMATICS

This module follows the development of mathematics through the ages, including a study of the contributions that mathematics has made to music, art, science and other aspects of our culture.

#### MODULE 4: OUR NUMBER SYSTEM

This module is a study of the development of the basic structure and properties of our complex number system, including counting numbers, whole numbers, integers, rational numbers and real numbers.

#### MODULE 5: MATHEMATICAL LOGIC

This module involves an analysis of sentence structure and truth values and includes a study of valid and invalid arguments and methods of proof.

\* Lecture-Lab-Credit Hours

## **Mathematics**

### **MODULE 6: GEOMETRY**

This module is a study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement and construction.

### **MODULE 7: PROBABILITY**

This module is a study of the fundamental laws of probability and includes permutations, combinations and sample spaces.

### **MODULE 8: INTRODUCTION TO ALGEBRA**

This module serves as an introduction to the basic concepts of algebra including the solution of simple linear equations and graphing. (Not recommended for students who have had more than 1 year of high school algebra.)

### **MODULE 9: CONSUMER MATHEMATICS**

This module is a study of practical mathematics with applications to daily living.

### **MODULE 10: THE METRIC SYSTEM**

This module is a study of the basic units of measurement in the metric system, including conversion of units.

### **MODULE 11: RATIO AND PROPORTION**

This module is a study of ratio, proportion and variation, fractions, decimals and percents with applications.

## **MGF 1114 (MS 108) GENERAL EDUCATION MATHEMATICS II**

[Prerequisite: 3 semester hours credit in MGF 1113 (MS 106)] This course also may be taken for 1, 2, or 3 hours credit. A student may select 1, 2, or 3 of the above modules for which he does not have credit in MGF 1113 (MS 106).

## **Mathematics: Technology and Business**

### **MTB 1103 (BA 110) BUSINESS MATHEMATICS (Taught in Business Department)**

This course includes information and practice in practical business situations involving: bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, stocks and annuities. 3-0-3\*

### **MTB 1321 (TM 103) TECHNICAL MATHEMATICS I (Taught in Engineering Department)**

This course and MTB 1322 (TM 104) form a sequence to be offered to those technology majors who do not qualify for MAC 1104 (MS 111). Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3\*

### **MTB 1322 (TM 104) TECHNICAL MATHEMATICS II (Taught in Engineering Department)**

[Prerequisite: MTB 1321 (TM 103) or MAT 1003 (MS 101) or MAT 1002 (MS 100)] This is the second course of the sequence offered to those technology majors who do not qualify for MAC 1104 (MS 111). Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the j-operator, inverse trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 3-0-3\*

## **Statistics**

### **STA 2014 (MS 208) STATISTICS**

[Prerequisite: MAT 1033 (MS 110) or higher OR permission of Math Department] This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hypergeometric distribution, poisson distribution, the chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3-0-3\*

\* Lecture-Lab-Credit Hours

# Music

**FACULTY:** Royce (Chairperson), Akers, Albee, Butterworth, Estrada, Gross, Johnson, Pryweller

**MAJORS:** Music (A.A.), Music (A.S.), Popular Music and Jazz (A.S.), Popular Music and Jazz (Certificate Program)

**COURSE PREFIXES:** MVK, MVS, MVV, MBV, MVW, MUE, MUH, MUL, MUN, MUT (MC)

**PROGRAMS:**

**MUSIC, MUSIC EDUCATION (A.A. 12-276)**

This curriculum is designed for students who plan to work for the Baccalaureate Degree in Applied Music, Music Composition, Music Education, Music History and Literature, Music Merchandising, Musicology, Music Theory, Music Therapy or Sacred Music.

Composition and Music Education Majors should add MUE 2460 (MC 226), MUE 2450 (MC 227), MUE 2440 (MC 228) and MUE 2470 (MC 229). Music majors participate in at least one college music organization each semester.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
BSC 1012	(BY 100) . . Principles of Biology . . . . .	3
BSC 1012L	(BY 105) . . Principles of Biology Laboratory . . . . .	1
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
HES 1000	(HH 101)* . Perspectives on Healthful Living . . . . .	2
MUS 0011	(MC 070) . . Seminar in Music . . . . .	0
MUT 1111	(MC 101) . . Music Theory I . . . . .	3
MUT 1112	(MC 102) . . Music Theory II . . . . .	3
	(MC) . . . . . Applied Music . . . . .	4
MUT 1241	(MC 191) . . Sight Singing I . . . . .	1
MUT 1242	(MC 192) . . Sight Singing II . . . . .	1
	(PE) . . . . . Physical Education . . . . .	2
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)** . Political Institutions . . . . .	3
		<hr/> 32

SOPHOMORE YEAR

(EH) . . . . .	Literature . . . . .	3
MUS 0011	(MC 070) . . Seminar in Music . . . . .	0
MUT 2116	(MC 201) . . Music Theory I . . . . .	3
MUT 2117	(MC 202) . . Music Theory II . . . . .	3
MUT 2231	(MC 203) . . Keyboard Harmony I . . . . .	1
MUT 2232	(MC 204) . . Keyboard Harmony II . . . . .	1
MUH 2111	(MC 211) . . Introduction to Music History . . . . .	3
	(MC) . . . . . Applied Music . . . . .	4
MUT 2246	(MC 291) . . Sight Singing I . . . . .	1
MUT 2247	(MC 292) . . Sight Singing II . . . . .	1
MGF 1113	(MS 106) . . General Education Math I . . . . .	3
PSC 1513	(PS 101) . . Survey of Physical Science I . . . . .	3
	General Education Electives . . . . .	8
		<hr/> 34

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**NOTE:** The General Education requirements allow a student to earn his seven hours of science credits by selecting offerings from the areas of Biology, Chemistry, Physics or Physical Science on the advice of the student's major counselor.

## Music

### MUSIC (A.S. 12-278)

This is a two-year technical program for students not planning to pursue a four-year college curriculum in music. It offers a basic program of studies designed to assist those engaged in teaching, performing, or conducting music.

The non-music electives in the program may be selected so as to benefit the student in his particular area of specialization, such as sacred music or private teaching.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
or		
ENC 1313	(EH 110) . . Technical Writing . . . . . (3)	
MUS 0011	(MC 070) . . Seminar in Music . . . . .	0
MUT 1001	(MC 103) . . Music Fundamentals . . . . .	3
	(MC) . . . . . Applied Music . . . . .	4
	(PE) . . . . . Physical Education . . . . .	2
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)* . . Political Institutions . . . . .	3
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
	Electives . . . . .	7
		<u>31</u>

#### SOPHOMORE YEAR

HES 1000	(HH 101)** Perspectives on Healthful Living . . . . .	2
MUS 0011	(MC 070) . . Seminar in Music . . . . .	0
MUT 1111	(MC 101) . . Music Theory I . . . . .	3
MUT 1112	(MC 102) . . Music Theory II . . . . .	3
MUT 1241	(MC 191) . . Sight Singing I . . . . .	1
MUT 1242	(MC 192) . . Sight Singing II . . . . .	1
MUH 2111	(MC 211) . . Introduction to Music History . . . . .	3
	(MC) . . . . . Applied Music . . . . .	4
PSY 2012	(PY 201) . . General Psychology . . . . .	3
ARH 1000	(AT 110) . . Art Appreciation . . . . .	3
or (EH) . . . . .	Literature . . . . . (3)	
	Electives . . . . .	8
		<u>31</u>

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

### POPULAR MUSIC AND JAZZ (A.S. 12-279)

This two-year technical program is designed for individuals involved in the performance and/or creation of popular music and jazz.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
MUS 0011	(MC 070) . . Seminar in Music . . . . .	0
MUT 1111	(MC 101) . . Music Theory I . . . . .	3
MUT 1112	(MC 102) . . Music Theory II . . . . .	3
	(MC) . . . . . Voice I . . . . .	1
	(MC) . . . . . Piano II . . . . .	2
	(MC) . . . . . Music Organization . . . . .	2
MUT 1241	(MC 191) . . Sight Singing I . . . . .	1
MUT 1242	(MC 192) . . Sight Singing II . . . . .	1
MUH 2016	(MC 275) . . Jazz Orientation . . . . .	2
	(MC) . . . . . Applied Major . . . . .	2
	(PE) . . . . . Physical Education . . . . .	2
	Electives . . . . .	<u>6</u>
		<u>31</u>

**SOPHOMORE YEAR**

HES 1000	(HH 101)* . . . . .	Perspectives on Healthful Living . . . . .	2
MUS 0011	(MC 070) . . . . .	Seminar in Music . . . . .	0
	(MC) . . . . .	Guitar I . . . . .	1
MUT 1351	(MC 173) . . . . .	Jazz . . . . .	2
MUT 1352	(MC 174) . . . . .	Advanced Jazz Arranging . . . . .	2
MUT 2116	(MC 201) . . . . .	Music Theory I . . . . .	3
MUH 2111	(MC 211) . . . . .	Introduction to Music History . . . . .	3
MUT 2231	(MC 203) . . . . .	Keyboard Harmony . . . . .	1
MUT 2641	(MC 276) . . . . .	Instrumental Improvisation . . . . .	1
or			
MUM 2031	(MC 277) . . . . .	Pop Vocal Style I . . . . . (1)	
MUT 2246	(MC 291) . . . . .	Sight Singing I . . . . .	1
	(MC) . . . . .	Applied Major . . . . .	4
	(MC) . . . . .	Music Organization . . . . .	2
SOC 1200	(SS 101) . . . . .	Social Institutions . . . . .	3
POS 1001	(SS 102)** . . . . .	Political Institutions . . . . .	3
		Electives . . . . .	3
			31

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**POPULAR MUSIC AND JAZZ (One Year Certificate Program) (Ct. 12-280)**

COURSE	TITLE	SEMESTER HOURS	CREDIT
MUS 0011	(MC 070) . . . Seminar in Music . . . . .	0	
MUH 2111	(MC 211) . . . Introduction to Music History . . . . .	3	
	(MC) . . . . .	Voice I . . . . .	1
	(MC) . . . . .	Piano I; II . . . . .	2
MUT 1111	(MC 101) . . . Music Theory I . . . . .	3	
MUT 1112	(MC 102) . . . Music Theory II . . . . .	3	
MUT 1351	(MC 173) . . . Jazz . . . . .	2	
	(MC) . . . . .	Music Organization . . . . .	2
MUT 1241	(MC 191) . . . Sight Singing I . . . . .	1	
MUT 1241	(MC 192) . . . Sight Singing II . . . . .	1	
MUT 2641	(MC 276) . . . Instrumental Improvisation . . . . .	2	
	(MC) . . . . .	Applied Major . . . . .	4
		Electives* . . . . .	8
			32

\*Six hours of electives must be selected from the list of General Education courses.

**COURSE DESCRIPTIONS****Music — Applied — Class Instruction****MUSIC — APPLIED — KEYBOARD****MVK 1111 (MC 151) CLASS INSTRUCTION, FRESHMAN PIANO**

This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. 0-2-1\*

**MVK 2121 (MC 152) CLASS INSTRUCTION, SOPHOMORE PIANO**

[Prerequisite: MVK 1111 (MC 151) or equivalent] This course is a continuation of MVK 1111 (MC 151). 0-2-1\*

\*Lecture-Lab-Credit Hours

## **Music**

### **MUSIC – APPLIED – STRINGS**

#### **MVS 1116 (MC 161) CLASS INSTRUCTION, FRESHMAN GUITAR**

This course provides class lessons for beginning guitar students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments and music reading. Students must furnish their own instruments. 0-2-1\*

#### **MVS 2126 (MC 162) CLASS INSTRUCTION, SOPHOMORE GUITAR**

This course is designed for the student who has an elementary playing facility on the guitar. Instruction is given in playing of bar chords, jazz chords, improvisation, sight reading and ensemble playing. Students must furnish their own instruments. 0-2-1\*

### **MUSIC – APPLIED – VOICE**

#### **MVV 1111 (MC 141) CLASS INSTRUCTION, FRESHMAN VOICE**

This course includes instruction in tone production, diction, music reading and repertory. Each student is given opportunity for individual aid. 0-2-1\*

#### **MVV 2121 (MC 142) CLASS INSTRUCTION, SOPHOMORE VOICE**

[Prerequisite: MVV 1111 (MC 141) or equivalent] This is a continuation of MVV 1111 (MC 141). 0-2-1\*

### **Music – Applied – Private Instruction**

The letter A, B, or C will be added to the common course number for each applied music course to indicate that credit may be earned one, two, or three times in each course.

### **Music – Applied – Preparatory – Freshman Level\*\***

Private instruction – one half-hour lesson a week. The course is designed for non-music majors who need applied music as a part of their course requirements and for music majors who are below freshman level of performance. Credit earned will not apply to the requirement of the music major. Maximum credit: 3 semester hours. 0-1/2-1\*

Instruction is available in the following:

<b>MUSIC:</b>	<b>APPLIED – BRASSES</b>	<b>MUSIC:</b>	<b>APPLIED – STRINGS</b>
MVB 1011	APPLIED MUSIC TRUMPET	MVS 1011	APPLIED MUSIC VIOLIN
MVB 1012	APPLIED MUSIC HORN	MVS 1012	APPLIED MUSIC VIOLA
MVB 1013	APPLIED MUSIC TROM-BONE	MVS 1013	APPLIED MUSIC CELLO
MVB 1014	APPLIED MUSIC BARITONE HORN	MVS 1014	APPLIED MUSIC STRING BASS
MVB 1015	APPLIED MUSIC TUBA	MVS 1016	APPLIED MUSIC GUITAR (Prerequisite MC 161 Class Guitar or equivalent)
<b>MUSIC:</b>	<b>APPLIED – KEYBOARD</b>	<b>MUSIC:</b>	<b>APPLIED – VOICE</b>
MVK 1011	APPLIED MUSIC PIANO (Prerequisite: MC 151-152 Class Piano or equivalent)	MVV 1011	APPLIED MUSIC VOICE (Prerequisite MC 141 Class Voice or equivalent)
MVK 1013	APPLIED MUSIC ORGAN	MUSIC:	<b>APPLIED – WOODWINDS</b>
		MVW 1011	APPLIED MUSIC FLUTE
		MVW 1012	APPLIED MUSIC OBOE
		MVW 1013	APPLIED MUSIC CLARINET
<b>MUSIC:</b>	<b>APPLIED – PERCUSSION</b>	MVW 1014	APPLIED MUSIC BASSOON
MVP 1011	APPLIED MUSIC PERCUSSION	MVW 1015	APPLIED MUSIC SAXOPHONE

\*Lecture-Lab-Lecture Hours

\*\*A Special Fee of \$30 is required.

**Music Applied – Secondary Instrument – Freshman Level\*\***

Private instruction – one half-hour lesson a week. The course is designed for students whose curriculum requires study of a secondary instrument. Maximum credit: three semester hours. 0-1/2-1\*

Instruction is available in the following:

<b>MUSIC:</b>	<b>APPLIED – BRASSES</b>	<b>MUSIC:</b>	<b>APPLIED – STRINGS</b>
MVB 1211	APPLIED MUSIC TRUMPET	MVS 1211	APPLIED MUSIC VIOLIN
MVB 1212	APPLIED MUSIC HORN	MVS 1212	APPLIED MUSIC VIOLA
MVB 1213	APPLIED MUSIC TROM- BONE	MVS 1213	APPLIED MUSIC CELLO
MVB 1214	APPLIED MUSIC BARITONE HORN	MVS 1214	APPLIED MUSIC STRING BASS
MVB 1215	APPLIED MUSIC TUBA	MVS 1216	APPLIED MUSIC GUITAR
		MVS 1217	APPLIED MUSIC BASS GUI- TAR
<b>MUSIC:</b>	<b>APPLIED – KEYBOARD</b>	<b>MUSIC:</b>	<b>APPLIED – VOICE</b>
MVK 1211	APPLIED MUSIC PIANO	MVV 1211	APPLIED MUSIC VOICE
MVK 1213	APPLIED MUSIC ORGAN	<b>MUSIC:</b>	<b>APPLIED – WOODWINDS</b>
		MVV 1211	APPLIED MUSIC FLUTE
		MVV 1212	APPLIED MUSIC OBOE
		MVV 1213	APPLIED MUSIC CLARINET
<b>MUSIC:</b>	<b>APPLIED – PERCUSSION</b>	MVV 1214	APPLIED MUSIC BASSOON
MVP 1211	APPLIED MUSIC PERCUS- SION	MVV 1215	APPLIED MUSIC SAXO- PHONE

\*Lecture-Lab-Lecture Hours

\*\*A Special Fee of \$30 is required.

**Music – Applied – Principal Instrument – Freshman Level\*\***

Private instruction – two one-half hour lessons a week. The course presents techniques and literature of the applied music area, administered through private instruction and seminars. Maximum credit: six semester hours. 0-1-2\*

Instruction is available in the following:

<b>MUSIC:</b>	<b>APPLIED – BRASSES</b>	<b>MUSIC:</b>	<b>APPLIED – STRINGS</b>
MVB 1311	APPLIED MUSIC TRUMPET	MVS 1311	APPLIED MUSIC VIOLIN
MVB 1312	APPLIED MUSIC HORN	MVS 1312	APPLIED MUSIC VIOLA
MVB 1313	APPLIED MUSIC TROM- BONE	MVS 1313	APPLIED MUSIC CELLO
MVB 1314	APPLIED MUSIC BARITONE HORN	MVS 1314	APPLIED MUSIC STRING BASS
MVB 1315	APPLIED MUSIC TUBA	MVS 1316	APPLIED MUSIC GUITAR
<b>MUSIC:</b>	<b>APPLIED – KEYBOARD</b>	<b>MUSIC:</b>	<b>APPLIED – VOICE</b>
MVK 1311	APPLIED MUSIC PIANO	MVV 1311	APPLIED MUSIC VOICE
MVK 1313	APPLIED MUSIC ORGAN	<b>MUSIC:</b>	<b>APPLIED – WOODWINDS</b>
		MVV 1311	APPLIED MUSIC FLUTE
		MVV 1312	APPLIED MUSIC OBOE
		MVV 1313	APPLIED MUSIC CLARINET
<b>MUSIC:</b>	<b>APPLIED – PERCUSSION</b>	MVV 1314	APPLIED MUSIC BASSOON
MVP 1311	APPLIED MUSIC PERCUS- SION	MVV 1315	APPLIED MUSIC SAXO- PHONE

\*Lecture-Lab-Lecture Hours

\*\*A Special Fee of \$60 is required.

## **Music**

### **Music – Applied – Secondary Instrument – Sophomore Level\*\***

Private instruction — one half-hour lesson a week. The course is a continuation of MC 121 Applied Music. Maximum credit: three semester hours. 0-1/2-1\*

Instruction is available in the following:

<b>MUSIC:</b>	<b>APPLIED – BRASSES</b>	<b>MUSIC:</b>	<b>APPLIED – STRINGS</b>
MVB 2221	APPLIED MUSIC TRUMPET	MVS 2221	APPLIED MUSIC VIOLIN
MVB 2222	APPLIED MUSIC HORN	MVS 2222	APPLIED MUSIC VIOLA
MVB 2223	APPLIED MUSIC TROM- BONE	MVS 2223	APPLIED MUSIC CELLO
MVB 2224	APPLIED MUSIC BARITONE HORN	MVS 2224	APPLIED MUSIC STRING BASS
MVB 2225	APPLIED MUSIC TUBA	MVS 2226	APPLIED MUSIC GUITAR
		MVS 2227	APPLIED MUSIC BASS GUI- TAR
<b>MUSIC:</b>	<b>APPLIED – KEYBOARD</b>	<b>MUSIC:</b>	<b>APPLIED – VOICE</b>
MVK 2221	APPLIED MUSIC PIANO	MVV 2221	APPLIED MUSIC VOICE
MVK 2223	APPLIED MUSIC ORGAN	<b>MUSIC:</b>	<b>APPLIED – WOODWINDS</b>
		MVW 2221	APPLIED MUSIC FLUTE
		MVW 2222	APPLIED MUSIC OBOE
		MVW 2223	APPLIED MUSIC CLARINET
<b>MUSIC:</b>	<b>APPLIED – PERCUSSION</b>	MVW 2224	APPLIED MUSIC BASSOON
MVP 2221	APPLIED MUSIC PERCUS- SION	MVW 2225	APPLIED MUSIC SAXO- PHONE

\*Lecture-Lab-Lecture Hours

\*\*A Special Fee of \$30 is required.

### **Music – Applied – Principal Instrument – Sophomore Level\*\***

Private instruction — two one half-hour lessons a week. This is a continuation of MC 123, Applied Music. Maximum credit: six semester hours. 0-1-2\*

Instruction is available in the following:

<b>MUSIC:</b>	<b>APPLIED – BRASSES</b>	<b>MUSIC:</b>	<b>APPLIED – STRINGS</b>
MVB 2321	APPLIED MUSIC TRUMPET	MVS 2321	APPLIED MUSIC VIO- LIN
MVB 2322	APPLIED MUSIC HORN	MVS 2322	APPLIED MUSIC VIOLA
MVB 2323	APPLIED MUSIC TROM- BONE	MVS 2323	APPLIED MUSIC CELLO
MVB 2324	APPLIED MUSIC BARITONE HORN	MVS 2324	APPLIED MUSIC STRING BASS
MVB 2325	APPLIED MUSIC TUBA	MVS 2326	APPLIED MUSIC GUITAR
<b>MUSIC:</b>	<b>APPLIED – KEYBOARD</b>	<b>MUSIC:</b>	<b>APPLIED – VOICE</b>
MVK 2321	APPLIED MUSIC PIANO	MVV 2321	APPLIED MUSIC VOICE
MVK 2323	APPLIED MUSIC ORGAN	<b>MUSIC:</b>	<b>APPLIED – WOODWINDS</b>
		MVW 2321	APPLIED MUSIC FLUTE
		MVW 2322	APPLIED MUSIC OBOE
		MVW 2323	APPLIED MUSIC CLARINET
<b>MUSIC:</b>	<b>APPLIED – PERCUSSION</b>	MVW 2324	APPLIED MUSIC BASSOON
MVP 2321	APPLIED MUSIC PERCUS- SION	MVW 2325	APPLIED MUSIC SAXO- PHONE

\*Lecture-Lab-Lecture Hours

\*\*A Special Fee of \$60 is required.

## **MUSIC: Other Than Applied MUSIC EDUCATION**

### **MUE 2440 (MC 228) STRING TECHNIQUES**

This course provides basic instruction in string instruments. Music Education majors are required to have instruction in one of the following:

- A. Violin
- B. Viola
- C. Cello
- D. String Bass. 0-2-1\*

### **MUE 2450 (MC 227) WOODWIND TECHNIQUES**

This course provides basic class instruction in woodwind instruments. Music Education majors are required to have instruction in one of the following:

- A. Clarinet
- B. Flute
- C. Saxophone. 0-2-1\*

### **MUE 2460 (MC 226) BRASS TECHNIQUES**

This course provides basic class instruction in brass instruments. Music Education majors are required to have instruction in one of the following:

- A. Trumpet
- B. French Horn
- C. Trombone
- D. Tuba. 0-2-1\*

### **MUE 2470 (MC 229) PERCUSSION TECHNIQUES**

This course provides class instruction in the basic percussion instruments and is required of Music Education majors. 0-2-1\*

## **MUSIC: HISTORY/MUSICOLOGY**

### **MUH 2111 (MC 211) INTRODUCTION TO MUSIC HISTORY**

This course is designed for the music major and is an introduction to music history and literature. It includes a program of listening with the use of recorded music and scores. 3-0-3\*

## **MUSIC: MUSIC LITERATURE**

### **MUL 1011 (MC 110) MUSIC APPRECIATION**

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis for intelligent listening and to help him develop a more thorough understanding of music. Course offers credit in General Education for non-music majors. 3-0-3\*

### **MUL 1955 (MC 115) APPRECIATION OF MUSIC (FOREIGN STUDY)**

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis of intelligent listening and to help him to develop a more thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Pre-flight seminars are given to make the travel a valid educational experience. Examinations and written reports are required based on observations and listening experiences witnessed abroad. This course may be substituted for MUL 1011 (MC 110). A special fee is charged.

\*Lecture-Lab-Credit Hours

## **Music**

### **MUSIC: MUSICAL ENSEMBLES**

The letter A, B, C, or D will be added to the common course number for each music ensemble to indicate that credit may be earned one, two, three, or four times in each course.

#### **MUN 1120 (MC 105, 106, 205, 206) CONCERT BAND – ALL LEVELS**

Any qualified student who enjoys the study and performance of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use. 0-3-1\* \*\*

#### **MUN 1210 (MC 181, 182, 281, 282) SYMPHONY ORCHESTRA**

This organization provides the opportunity for experience in the playing of various types of orchestral literature. Any qualified student is eligible to enroll for credit or audit with permission of the department. 0-3-1\* \*\*

#### **MUN 1310 (MC 107, 108, 207, 208) MIXED CHORUS – ALL LEVELS**

Membership is open to all students. Students participate in the study and performance of a varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or audit. 0-3-1\* \*\*

#### **MUN 1710 (MC 165, 166, 265, 266) JAZZ-POP ENS. INSTRUMENTAL – ALL LEVELS**

This organization provides opportunities for the student to become acquainted with the techniques and styles of contemporary popular music and jazz. Members are selected by audition. 0-2-1\*

#### **MUN 1720 (MC 167, 168, 267, 268) JAZZ-POP ENS. VOCAL – ALL LEVELS**

This organization provides a selected group of vocal performers with instrumental accompanists, opportunities to perform contemporary sounds of folk, pop, jazz and rock music. Members are selected by audition. 0-2-1\*

### **MUSIC: THEORY**

#### **MUT 1001 (MC 103) FUNDAMENTALS OF MUSIC**

This is an introductory course in basic music skills for classroom teachers and those interested in music fundamentals. The course includes the study of notation, rhythm, singing, basic piano skills and conducting. 3-0-3\*

#### **MUT 1111 (MC 101) FIRST YEAR MUSIC THEORY I**

[Co-requisite: MUT 1241 (MC 191)] This course includes study of the melodic, harmonic and rhythmic elements of music through part writing and music analysis. The harmonic material is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3-0-3\*

#### **MUT 1112 (MC 102) FIRST YEAR MUSIC THEORY II**

[Prerequisite: MUT 1111 (MC 101) or equivalent. Co-requisite: MUT 1242 (MC 192)] This course is a continuation of MUT 1111 (MC 101), Music Theory and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3-0-3\*

#### **MUT 1241 (MC 191) FIRST YEAR EAR TRAINING & SIGHT SINGING I**

This course includes aural dictation and provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0-2-1\*

\*Lecture-Lab-Credit Hours

\*\*A maximum of 4 semester hours credit may be applied toward the Associate in Arts Degree. Credit received for participation may be in addition to normal academic load.

**MUT 1242 (MC 192) FIRST YEAR EAR TRAINING SIGHT SINGING II**

[Prerequisite: MUT 1241 (MC 191) or equivalent] This course is a continuation of MUT 1241 (MC 191). 0-2-1\*

**MUT 1351 (MC 173) JAZZ ARRANGING I**

[Prerequisite: MUT 1111 (MC 101) or equivalent] This course is a study of arranging music in the popular and jazz idiom. Students will write arrangements for a variety of instrumental combinations for evaluation in class. 2-0-2\*

**MUT 1352 (MC 174) JAZZ ARRANGING II**

[Prerequisite: MUT 1351 (MC 173) or equivalent] This course is a continuation of MUT 1351 (MC 173). 2-0-2\*

**MUT 2116 (MC 201) SECOND YEAR MUSIC THEORY I**

[Prerequisite: MUT 1112 (MC 102) or equivalent. Co-requisite: MUT 2246 (MC 291)] This course is a continuation of MUT 1112 (MC 291), Music Theory, and includes the study of modulations to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3-0-3\*

**MUT 2117 (MC 202) SECOND YEAR MUSIC THEORY II**

[Prerequisite: MUT 2116 (MC 201) or equivalent. Co-requisite: MUT 2247 (MC 292)] This course is a continuation of MUT 2116 (MC 201), and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of the ninth, eleventh, and thirteenth and advanced modulations. The shorter music forms are studied through analysis and original composition. 3-0-3\*

**MUT 2231 (MC 203) FIRST YEAR KEYBOARD HARMONY I**

[Prerequisite: MUT 1112 (MC 102) and MUT 1242 (MC 192) or the equivalents] This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvisation. 0-2-1\*

**MUT 2232 (MC 204) FIRST YEAR KEYBOARD HARMONY II**

[Prerequisite: MUT 2231 (MC 203) or equivalent] This course is a continuation of MUT 2231 (MC 203). 0-2-1\*

**MUT 2246 (MC 291) SECOND YEAR EAR TRAINING & SIGHT SINGING I**

[Prerequisite: MUT 1242 (MC 192) or equivalent] This course includes aural dictation and provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0-2-1\*

**MUT 2247 (MC 292) SECOND YEAR EAR TRAINING SIGHT SINGING II**

[Prerequisite: MUT 2246 (MC 291) or equivalent] This course is a continuation of MUT 2246 (MC 291). 0-2-1\*

**MUH 2016 (MC 275) JAZZ ORIENTATION (Institutional Credit Only)**

This course offers the student an introduction to jazz by means of examining jazz music and its performers, essentials of its style, and basic concepts in jazz improvisation. 2-0-2\*

**MUT 2641 (MC 276) INSTRUMENTAL IMPROVISATION**

[Prerequisite: MUH 2016 (MC 275) or equivalent] This is a practical laboratory session involving the application of scales, chords, and melody to musical phrasing and expression in the jazz idiom. 0-2-1\*

**MUM 2031 (MC 277) POP VOCAL STYLE I**

[Prerequisite: MUT 1112 (MC 102) or equivalent] This course is a study of various vocal styles in jazz and popular music. Included will be analyses of the singing of outstanding vocal stylists and methods for the students' technical development in this idiom. 0-2-1\*

\*Lecture-Lab-Credit Hours

## Nursing

# Nursing

**FACULTY:** Morgan (Chairperson), Benken, Brown, Campbell, Coffin, Faquir, Ghioto, Harden, Harmes, Hayes, Hull, Huneke, Jarvis, Kelly, McCann, Merkle, Metts, Mudwilder, Poole, Sherman

**MAJORS:** Nursing, Pre-Nursing

**COURSE PREFIXES:** NUR, NUS, NUU (NG)

**PROGRAMS:**

### NURSING (13-301)

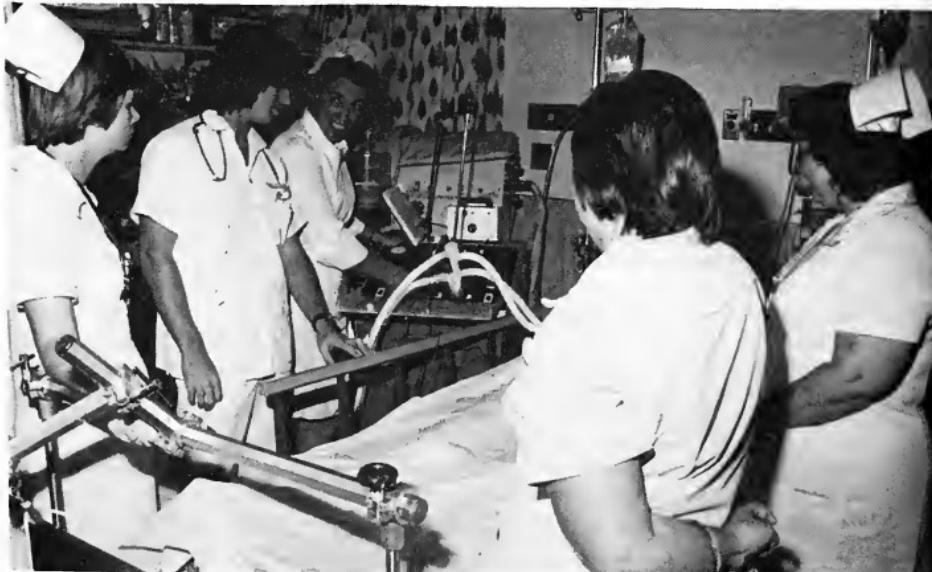
This course is approved by the Florida State Board of Nursing and graduates are eligible to take the examination for licensure to practice as Registered Nurses. The program leads to graduation with the Associate in Science Degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation.

Palm Beach Junior College will grant 35 semester hours of credit in nursing to count toward the A.S. Degree in Nursing to a registered nurse who presents evidence that he or she has graduated from an approved nursing program, passed the Florida State Board of Nursing Licensing Examination, and has practiced nursing on a full-time basis within the last five years. The student will be required to take an additional 36 hours of General Education to meet the degree requirements.

Please refer to Admission Requirements.

All nursing courses must be taken in sequence and a grade of "C" or better must be earned in BOTH the clinical and academic components of each course. Other courses listed must be taken in the sequence designated or prior to the nursing course.

A student must maintain a "C" average to remain in the program and must make a "C" or above in all nursing courses and Anatomy and Physiology, and Microbiology.



## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
APB 1190C (BY 151) ..	Anatomy and Physiology I .....	3		
MCB 1000C (BY 156) ..	Microbiology .....	3		
ENC 1103 (EH 101) ..	Freshman Communications .....	3		
NUU 1140C (NG 101) ..	Fundamentals of Nursing .....	6		
PSY 2012 (PY 201) ..	General Psychology .....	3		
APB 1191C (BY 152) ..	Anatomy and Physiology II .....		3	
ENC 1136 (EH 102) ..	Freshman Communications .....		3	
DIE 1201 (HE 103) ..	Nutrition-Health & Disease I .....		2	
NUR 1210C (NG 102) ..	Medical and Surgical Nursing .....		6	
NUS 2310 (NG 202) ..	Human Growth and Development ..		2	
NUR 1211C (NG 103) ..	Medical and Surgical Nursing .....			4
		18	16	4

## SOPHOMORE YEAR

NUR 2220C (NG 201) ..	Medical and Surgical Nursing .....	5
NUR 2310C (NG 204) ..	Psychiatric-Mental Health Nursing I ..	4
NUR 2622 (NG 208) ..	Nursing Seminar .....	1
or		
NUR 2120C (NG 206) ..	Pediatric Nursing .....	4
NUR 2110C (NG 207) ..	Maternity Nursing .....	4
DIE 1202 (HE 104) ..	Nutrition-Health & Disease II ..	1
Plus		
(PE) .....	Physical Education .....	1 (1)
SOC 1200 (SS 101) ..	Social Institutions .....	3 (3)
NUR 2220C (NG 201) ..	Medical and Surgical Nursing .....	5
NUR 2310C (NG 204) ..	Psychiatric-Mental Health Nursing I ..	4
NUR 2622 (NG 208) ..	Nursing Seminar .....	1
or		
NUR 2120C (NG 206) ..	Pediatric Nursing .....	4
NUR 2110C (NG 207) ..	Maternity Nursing .....	4
DIE 1202 (HE 104) ..	Nutrition-Health & Disease II ..	1
Plus		
(PE) .....	Physical Education .....	1 (1)
POS 1001 (SS 102)* ..	Political Institutions .....	3 (3)
		14-13
		14-13

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

## TEN MONTH LPN TO RN PROGRAM

(Courses to be taken after student has met pre-requirements)

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
NUR 1212C (NG 104) ..	Integrated Nursing I .....			10
NUR 2132C (NG 209) ..	Integrated Nursing II .....			4
NUS 2310 (NG 202) ..	Human Growth and Development .....			2
DIE 1202 (HE 104) ..	Nutrition-Health and Disease II .....			1
NUR 2220C (NG 201) ..	Medical and Surgical Nursing .....			5
NUR 2622 (NG 208) ..	Nursing Seminar .....			1
NUR 2310C (NG 204) ..	Psychiatric-Mental Health Nursing .....			4
DIE 1201 (HE 103) ..	Nutrition-Health and Disease I .....			2
				29

## Nursing

### PRE-NURSING (A.A. 13-302)

This program is intended to give the student the first two years of a four-year course leading to a Bachelor's Degree in nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing in order to obtain optimum choice of courses at the Junior College. In some cases, it may be advisable to transfer at the end of the freshman year.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
BSC 1012	(BY 100) . . Principles of Biology . . . . .	3	
BSC 1012L	(BY 105) . . Principles of Biology Laboratory . . . . .	1	
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3	
ENC 1136	(EH 102) . . Freshman Communications . . . . .		3
MCB 1000C	(BY 156) . . Microbiology . . . . .		3
HES 1000	(HH 101)* . . Perspectives on Healthful Living . . . . .	2	
MGF 1113	(MS 106) . . General Education Math I . . . . .		3
	(PE) . . . . . Physical Education . . . . .	1	1
SOC 1200	(SS 101) . . Social Institutions . . . . .	3	
POS 1001	(SS 102)** . . Political Institutions . . . . .		3
CHM 1015	(CY 100) . . Principles of Chemistry . . . . .		3
or			
PSC 1513	(PS 101) . . Survey of Physical Science I . . . . .	(3)	
	Elective . . . . .	3	
		<hr/> 16	<hr/> 16

#### SOPHOMORE YEAR

ARH 1000 or	(AT 110) . . Art Appreciation . . . . .	3
MUL 1011	(MC 110) . . Music Appreciation . . . . .	(3)
APB 1190C	(BY 151) . . Anatomy and Physiology I . . . . .	3
APB 1191C	(BY 152) . . Anatomy and Physiology II . . . . .	
	(EH) . . . . . Literature . . . . .	3
HUN 1201	(HE 101) . . Elements of Nutrition . . . . .	3
WOH 1012 or	(HY 101) . . Ancient & Medieval Civilizations . . . . .	3
AMH 2010	(HY 201) . . U.S. History to 1865 . . . . .	(3)
WOH 1022 or	(HY 102) . . Modern Civilizations . . . . .	
AMH 2020	(HY 202) . . U.S. History from 1865 . . . . .	(3)
PSY 2012	(PY 201) . . General Psychology . . . . .	3
EGC 2120	(PY 202) . . Personality Development . . . . .	
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
		<hr/> 15
		<hr/> 15

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

## COURSE DESCRIPTIONS

### NUR 1210C (NG 102) MEDICAL AND SURGICAL NURSING

[Prerequisite: NUR 1140C (NG 101)] This segment is an introduction to nursing needs of the adult with more common medical and surgical conditions. Patient-centered teaching in the clinical experience provides opportunity for development of skills. Offered in the Winter Term. 3-9-6\*

### NUR 1211C (NG 103) MEDICAL AND SURGICAL NURSING

[Prerequisite: NUR 1210C (NG 102)] This is a continuation of NUR 1210C (NG 102). Offered in the first session of the Spring Term only. 2-6-4\*

### NUR 1212C (NG 104) INTEGRATED NURSING I

[Co-requisites: DIE 1201 (HE 103) and NUS 2310 (NG 202)] This course is designed to build upon and increase the depth of knowledge in medical-surgical nursing of the licensed practical nurse. It is an introduction to the nursing needs of the adult with more common medical-surgical conditions. Patient centered teaching in the clinical experience provides opportunity for development of skills. 8-6-10\*

### NUR 2110C (NG 207) MATERNITY NURSING

[Prerequisite: NUR 1211C (NG 103)] A family centered course dealing with all facets of the childbearing phase of the woman's life. Pregnancy, labor and delivery, the post-partum and care of the newborn are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle, and the prevention of complications during this period. Clinical experiences and observations are available in local hospitals and other health agencies. 2-6-4\*

### NUR 2120C (NG 206) PEDIATRIC NURSING

[Prerequisite NUR 1211C (NG 103)] This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. 2-6-4\*

### NUR 2132C (NG 209) INTEGRATED NURSING II

[Prerequisite: NUR 1212C (NG 104)] (Challenge exam for Obstetric and Pediatric Nursing) This course is designed to increase practitioner's depth of knowledge of problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common disease encountered in this age group. Principles of growth and development are utilized throughout the course. Also included is a family centered course dealing with all facets of the child-bearing phase of the woman's life. Pregnancy, labor, delivery, post-partum and care of the newborn are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle and the prevention of complications during this period. Clinical experiences and observations are available in local health care agencies. 3-3-4\*

### NUR 2220C (NG 201) MEDICAL-SURGICAL NURSING

[Prerequisite: NUR 1211C (NG 103)] Provides a continuation of medical-surgical nursing. Building on the prerequisite science and nursing courses, this course is concerned with more complex nursing problems. Clinical experience is planned so that the student will have opportunities to refine certain skills, and will also be expected to utilize past learning as she is challenged to increasingly use her own initiative in solving problems. The student is increasingly concerned with the multiplicity of interrelated factors in the patient's state of health as she is taught to plan for patient's discharge and is concomitantly introduced to community health agencies. 3-6-5\*

\* Lecture-Lab-Credit Hours

## Nursing

### **NUR 2240C (NG 230) CORONARY CARE NURSING**

This is a course for graduate nurses and involves the study of patho-physiology and electrocardiography and nursing care of the patient with acute and chronic coronary heart disease. The course meets eight hours a day, five days a week, for four weeks and includes classroom and clinical experience. Resource people are used in areas of specialization. The course is approved by the Florida Heart Association and the student receives a certificate upon successful completion. The student applies for the course by contacting the Heart Association of Palm Beach County, 4-6-6\*

### **NUR 2310C (NG 204) PSYCHIATRIC – MENTAL HEALTH NURSING I**

[Prerequisite: NUR 1211C (NG 103)] This course is designed to give the student an understanding of the principles, concepts and processes of psychiatric nursing. A thorough study of the various types of behavior presented by the mentally ill is presented with major emphasis on nursing intervention into the problems presented by these patients. The current treatment modalities are reviewed with emphasis on the nurses' responsibilities. The spectrum of community resources available for the prevention of mental illness, and the treatment and rehabilitation of the emotionally disturbed person, are stressed. 2-6-4\*

### **NUR 2622 (NG 208) NURSING SEMINAR**

[Replaces NG 205 Nursing Trends] A nursing seminar designed to foster critical thinking and intellectual curiosity. Includes historical look at nursing, team nursing, the law and the nurse, opportunities in nursing, and current issues influencing the practice of nursing. 1-0-1\*

## Nursing Support

### **NUS 2310 (NG 202) HUMAN GROWTH AND DEVELOPMENT**

This course is a study of the growth and development of the well individual and includes the implications for health care. Emphasis is placed on the development concepts applicable to specific age groups and the change necessitated through the mature years and into old age. 2-0-2\*

### **NUS 2402 (NG 255) MEDICAL TERMINOLOGY**

This course is designed to acquaint the student, who is preparing for a health related vocation, with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined, and the use of medical dictionary and related sources are emphasized. Application is made to procedures, diagnostic tests and conditions encountered in various health related fields. 3-0-3\*

## Nursing Universals

### **NUU 1140C (NG 101) FUNDAMENTALS OF NURSING**

This course is an orientation to the field of nursing and includes basic nursing concepts and procedures based on scientific principles. Emphasis is placed on identifying and meeting the patient's needs, and using the problem solving approach in nursing situations. Mental hygiene concepts are introduced to form a basis for better understanding of the patient as a persons, and as a background for further study. 3-9-6\*

\* Lecture-Lab-Credit Hours

# **Physical Education and Recreation**

**FACULTY:** Reynolds (Chairperson), Bell, Blanton, Ceravolo, Edgerton, Knowles, Rhodes

**MAJOR:** Physical Education

**COURSE PREFIXES:** DAA, LEI, PEL, PEM, PEN, PEQ, PEO, PET (PA, PE)

**PROGRAMS:**

## **PHYSICAL EDUCATION (A.A. 10-227)**

### **FRESHMAN YEAR**

<b>COURSE</b>	<b>TITLE</b>		<b>SEMESTER HOURS CREDIT</b>	
			<b>Fall</b>	<b>Winter</b>
BSC 1012	(BY 100) . . Principles of Biology . . . . .		3	
ZOO 1010	(BY 102) . . General Zoology . . . . .			3
ZOO 1010L	(BY 104) . . General Zoology Laboratory . . . . .			1
ENC 1103	(EH 101) . . Freshman Communications . . . . .		3	
ENC 1136	(EH 102) . . Freshman Communications . . . . .			3
PEL 1016L	(PA 101) . . Fundamentals of Field Sports . . . . .		2	
PEL 1620L	(PA 102) . . Fundamentals of Volleyball & Basketball . . . . .			2
DAA 1050	(PA 103) . . Fundamentals of Rhythmic . . . . .			2
PEM 1201	(PA 107) . . Fundamentals of Tumbling & Gymnastics . . . . .			2
PET 2000	(PA 230) . . Introduction to Physical Education . . . . .		3	
PET 2010C	(PA 232) . . Basic Principles & Mechanics of Movement . . . . .		2	
SOC 1200	(SS 101) . . Social Institutions . . . . .		3	
POS 1001	(SS 102)* . . Political Institutions . . . . .			3
			<u>16</u>	<u>16</u>

### **SOPHOMORE YEAR**

ARH 1000	(AT 110) . . Art Appreciation . . . . .		3
or			
MUL 1011	(MC 110) . . Music Appreciation . . . . .	(3)	
	(EH) . . Literature . . . . .		3
HES 2121	(HH 230) . . Life Science & Health . . . . .		3
MGF 1113	(MS 106) . . General Education Math I . . . . .		3
PEL 1345L	(PA 104) . . Fundamentals of Badminton & Archery . . . . .		2
PEL 1120L	(PA 105) . . Fundamentals of Tennis & Golf . . . . .		2
PEN 1121	(PA 106) . . Fundamentals of Aquatics . . . . .		2
PEO 1323L	(PA 110) . . Officiating I . . . . .		2
PEO 2623	(PA 210) . . Officiating II . . . . .		2
PSY 2012	(PY 201) . . General Psychology . . . . .		3
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .		3
	Electives** . . . . .		2
			<u>15</u>
			<u>15</u>

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*Must be General Education Elective.

**NOTE:** PA courses are for professional Physical Education majors only and will not satisfy graduation requirements for other majors.

# **Physical Education**

## **COURSE DESCRIPTIONS**

### **Dance Activities**

#### **DAA 2160L (PE 208) FUNDAMENTALS OF INTERPRETIVE MOVEMENT (CO-ED)**

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm, design, and dynamics. 0-2-1\*

#### **DAA 2161L (PE 209) ADVANCED INTERPRETIVE MOVEMENT (CO-ED)**

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired skills and knowledge. 0-2-1\* (Offered Winter Term)

#### **DAA 2310L (PE 211) FOLK AND SQUARE DANCE (CO-ED)**

This course includes the study, practice and application of basic skills in the square dance and other folk dances of America and other countries. 0-2-1\*

### **Leisure**

#### **LEI 1000 (RC 101) INTRODUCTION TO RECREATION**

This course is an introduction to the broad field of recreation. It includes history, current recreational trends, and employment opportunities. 3-0-3\*

#### **LEI 1220 (RC 111) SOCIAL RECREATION**

Methods, materials, and techniques of planning and conducting social recreation programs. 3-0-3\*

#### **LEI 2700C (RC 230) RECREATION FOR THE AGED AND HANDICAPPED**

This course is designed to develop knowledge and skills in recreational activities for the ill, the aging, and the physically and mentally handicapped. 1-4-3\*

### **Physical Education Activities: (General) Object Centered, Land**

#### **PEL 1011L (PE 101) TEAM ACTIVITIES FOR MEN**

Provision is made in this course for a general review of a variety of team activities. Skills, strategy, and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0-2-1\*

#### **PEL 1211L (PE 112) SOFTBALL (CO-ED)**

This course includes skills, strategy, and application of rules for softball with opportunity given for development of officiating techniques. 0-2-1\*

#### **PEL 1321L (PE 105) VOLLEYBALL (CO-ED)**

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1\*

#### **PEL 1346L (PE 104) BADMINTON**

This course offers instruction in basic skills and fundamentals with practice in singles and doubles. 0-2-1\*

#### **PEL 2041L (PE 203) RECREATIONAL GAMES (CO-ED)**

This course offers activities of a recreational nature with emphasis on participation in table tennis, paddle tennis, deck tennis and other activities subject to staff approval. 0-2-1\*

\* Lecture-Lab-Credit Hours

## **Physical Education**

### **PEL 2111L (PE 204) BOWLING (CO-ED)**

This course includes the theory, the application and the practice of basic skills in bowling.  
0-2-1\* (See Fee Schedule)

### **PEL 2121L (PE 212) GOLF (CO-ED)**

This class is designed to offer instruction in the fundamental skills and the application of the rules for golf. 0-2-1\*

### **PEL 2141L (PE 201) ARCHERY (CO-ED)**

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1\*

### **PEL 2341L (PE 213) TENNIS (CO-ED)**

This course is designed to provide the student with basic skills, techniques, fundamentals, strategy, and application of rules in tennis. (Students furnish own racquets) 0-2-1\*

### **PEL 2342L (PE 215) INTERMEDIATE TENNIS**

This course is designed for the more advanced tennis student to pursue application of tennis skills by a combination of learning analyzations, strategies, and progressions of skill development. 0-2-1\*

## **Physical Education Activities: (General) Performance Centered, Land**

### **PEM 1201L (PE 110) GYMNASTICS (CO-ED)**

This course is designed to develop elementary skills and acquire safety procedures. Opportunity is provided for learning basic skills in tumbling, free exercise, balance beam, parallel bars and trampoline. 0-2-1\*

### **PEM 1421L (PE 109) WRESTLING FOR MEN**

This course introduces the student to the various rules, skills and fundamental techniques of wrestling. 0-2-1\*

### **PEM 2405L (PE 216) SELF-DEFENSE (CO-ED)**

Designed to develop self-confidence and abilities for self-defense in the event of an attack upon the person. Skills developed in use of personal means of defense. Includes instruction in crime prevention by safeguarding person and property through awareness. 0-2-1\*

## **Physical Education Activities: (General) Water, Snow, Ice**

### **PEN 2113L (PE 207) SENIOR LIFESAVING (CO-ED)**

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Senior Lifesaving Certificate. 0-2-1\* (Offered Fall and Spring terms — see fee schedule)

## **Physical Education Activities: (Professional) Water, Snow, Ice**

### **PEQ 2115L (PE 214) WATER SAFETY INSTRUCTOR**

[Prerequisite: PEN 2113L (PE 207)] This course provides the individual with a strong teaching knowledge of basic strokes of swimming, life saving theory and techniques of rescue, safe basic small craft skills and to train the individual to stress safe practices in any aquatic activity. Successful completion certifies the student to become an American National Red Cross Water Safety Instructor. 0-2-1\* (Offered Winter Term)

## **Physical Education**

### **PEL 1016L (PA 101) FUNDAMENTALS OF FIELD SPORTS**

Practice in basic skills, strategies, and progressions in football, soccer, speedball, gatc ball, flag-tag, softball and others, subject to staff approval. 1-2-2\*

### **PEL 1620L (PA 102) FUNDAMENTALS OF VOLLEYBALL AND BASKETBALL**

Practice in the basic skills, strategies and progressions of volleyball and basketball. 1-2-2\*

### **DAA 1050 (PA 103) FUNDAMENTALS OF RHYTHMICS**

Basic fundamentals of folk dance, square dance, singing games and other rhythm activities. 1-2-2\*

### **PEL 1345L (PA 104) FUNDAMENTALS OF BADMINTON & ARCHERY**

Practice in the basic skills, strategies and progressions in the fundamentals of badminton and archery. 1-2-2\*

### **PEL 1120L (PA 105) FUNDAMENTALS OF TENNIS & GOLF**

Practice in the basic skills, strategies and progressions in the fundamentals of tennis and golf. 1-2-2\*

### **PEN 1121 (PA 106) FUNDAMENTALS OF AQUATICS**

Practice in the basic skills and progressions in swimming. Attitudes towards safety are developed. Students are exposed to the organization of and the officiating of meets. 1-2-2\*

### **PEM 1201 (PA 107) FUNDAMENTALS OF TUMBLING & GYMNASTICS**

Practice in the basic skills and progressions in tumbling, and gymnastics. Balance beam, vaulting, parallels, highbar, rings, trampoline and floor exercise included. 1-2-2\*

### **PEO 1323L (PA 110) SPORTS OFFICIATING: VOLLEYBALL AND SELECTED INDIVIDUAL DUAL SPORTS**

This course gives the student an opportunity to develop skill in officiating volleyball and selected individual sports activities. 1-2-2\*

### **PEO 2623 (PA 210) SPORTS OFFICIATING: BASKETBALL, SOFTBALL AND SELECTED INDIVIDUAL SPORTS**

This course gives the student an opportunity to develop skill in officiating basketball, softball and selected individual sports activities. 1-2-2\*

### **PET 2000 (PA 230) INTRODUCTION TO PHYSICAL EDUCATION**

[Prerequisite: Open only to declared PE majors and minors] This course is an introduction to physical education and related areas including history, program, training and professional opportunities. 3-0-3\*

### **PET 2010C (PA 232) BASIC PRINCIPLES AND MECHANICS OF MOVEMENT**

This course is designed to provide the pre-professional, physical education student with an understanding of efficient movement and the basic mechanical principles underlying it, with application of these principles to fundamental physical skills, sports and dance. 2-0-2\*

### **PEN 2122L (PE 206) INTERMEDIATE SWIMMING AND DIVING (CO-ED)**

This course is designed to provide the student with the opportunity to learn the elements of good swimming, diving, and water safety skills beyond the beginner and advanced beginner level. 0-2-1\* (See Fee Schedule)

\* Lecture-Lab-Credit Hours

# **Related Health Programs**

**A**CULTY: Schmiederer (Chairperson, Allied Health Division), Bortnick, Erickson, Kennedy, Lotz, Meeker, Seemayer

**A**JORS: Health Education (A.A.), Medical Assistant (A.S.), Medical Laboratory Technology (A.S.), Medical Technologist (A.A.), Mental Health Technology (A.S.), Occupational Therapy (A.A.), Occupational Therapy Assistant (A.S.), Physical Therapy (A.A.), Radiological Technology (A.S.)

**C**OURSE PREFIXES: HES, MHT, OTH, EMT, MLS, RTE, APB (HH, MH, MT, OT, XR)

**R**OGRAMS:

**E**ALTH EDUCATION (A.A. 21-226)

## FRESHMAN YEAR

<b>C</b> OURSE	<b>T</b> ITLE	<b>S</b> EMESTER <b>H</b> OURS <b>C<th data-kind="ghost"></th></b>	
		<b>F</b> all	<b>W</b> inter
RH 1000 or UL 1011	(AT 110) ... Art Appreciation .....	3	
C 1012	(MC 110) ... Music Appreciation .....	(3)	
C 1012L	(BY 100) ... Principles of Biology .....	3	
O 1010	(BY 105) ... Principles of Biology Laboratory .....	1	
O 1010L	(BY 102) ... General Zoology .....		3
O 1010L	(BY 104) ... General Zoology Laboratory .....		1
C 1103	(EH 101) ... Freshman Communications .....	3	
C 1136	(EH 102) ... Freshman Communications .....		3
S 2121	(HH 230) ... Life Science and Health .....	3	
SF 1113	(MS 106) ... General Education Math I .....		3
	(PE) .... Physical Education .....	1	1
C 1200	(SS 101) ... Social Institutions .....	3	
S 1001	(SS 102)* ... Political Institutions .....		3
		17	14

## SOPHOMORE YEAR

IM 1015	(CY 100) ... Principles of Chemistry .....	3	
(EH) ... Literature .....		3	3
IN 1201	(HE 101) ... Elements of Nutrition .....	3	
S 1400	(HH 103) ... Standard First Aid and Personal Safety .....		1
I 1100	(LC 101) ... Art of Thinking .....		3
Y 2012	(PY 201) ... General Psychology .....	3	
C 2120	(PY 202) ... Personality Development .....		3
C 1600	(SP 101) ... Fundamentals of Speech .....		3
	Electives .....	3	3
		15	16

\*S 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

## **Related Health Programs**

### **MEDICAL ASSISTANT (A.S. 21-030) (Not offered 77-78 Year)**

This course prepares the student for work in the physician's office as his assistant. The trainee learns to make and check appointments, keep records of visitations, necessary supplies, write letters, case histories, and purchase orders for supplies; prepare monthly statements; do routine laboratory work such as blood and urinalysis testing; and, in general, to establish better public relations.

#### **FRESHMAN YEAR**

##### **SEMESTER HOURS CREDIT**

COURSE	TITLE	Fall	Winter
ACC 1001	(BA 101) . . Principles of Accounting I . . . . .		3
SES 1100	(BE 105) . . Beginning Typewriting . . . . .	2	
SES 1110C	(BE 106) . . Intermediate Typewriting . . . . .		2
SES 2331	(BE 200) . . Business Communications . . . . .		3
APB 1190C	(BY 151) . . Anatomy and Physiology I . . . . .	3	
APB 1191C	(BY 152) . . Anatomy and Physiology II . . . . .		3
CHM 1015	(CY 100) . . Principles of Chemistry . . . . .	3	
CHM 1015L	(CY 105) . . Principles of Chemistry Laboratory . . . . .	1	
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3	
HUN 1201	(HE 101) . . Elements of Nutrition . . . . .		3
HES 1000	(HH 101)* . . Perspectives on Healthful Living . . . . .		2
HES 1400	(HH 103) . . Standard First Aid and Personal Safety . . . . .	1	
	(PE) . . . . . Physical Education . . . . .	1	1
PSY 2012	(PY 201) . . General Psychology . . . . .	3	
		<hr/>	<hr/>
		17	17

#### **SOPHOMORE YEAR**

SES 1341	(BE 101) . . Office Practice . . . . .	3
MCB 1000C	(BY 156) . . Microbiology . . . . .	3
APB 1301C	(BY 251) . . Medical Laboratory Procedures I . . . . .	3
APB 2311C	(BY 252) . . Medical Laboratory Procedures II . . . . .	3
APB 2380L	(BY 254) . . Internship . . . . .	3
NUS 2402	(NG 255) . . Medical Terminology . . . . .	3
EGC 2120	(PY 202) . . Personality Development . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)** . . Political Institutions . . . . .	3
	Electives . . . . .	3
		<hr/>
		15
		<hr/>
		15

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**MEDICAL TECHNOLOGY (A.A. 21-036)**

Ninety (90) semester hours of preliminary work are required for admission to the institution offering the final year of laboratory instruction. While 90 of these hours may be taken at a junior college, the student will receive only an M.T. designation and no bachelor's degree upon completion of the clinical year. If a baccalaureate degree is desired along with the M.T., the student must complete the third year of preliminary work at a baccalaureate degree-granting institution. The requirements for the A.A. degree at Palm Beach Junior College will be fulfilled at the end of the second year in the program outlines.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
BSC 1012	(BY 100) . . Principles of Biology . . . . .	3		
BSC 1012L	(BY 105) . . Principles of Biology Laboratory . .	1		
ZOO 1010	(BY 102) . . General Zoology . . . . .		3	
ZOO 1010L	(BY 104) . . General Zoology Laboratory . . . . .		1	
CHM 1045	(CY 101) . . General Chemistry I . . . . .	3		
CHM 1046C	(CY 102) . . General Chemistry II . . . . .		4	
CHM 1047C	(Cy 103) . . General Chemistry III . . . . .			4
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3		
ENC 1136	(EH 102) . . Freshman Communications . . . . .		3	
MAC 1104	(MS 111) . . College Algebra . . . . .	3		
MAC 1144	(MS 121) . . Trigonometry and Analytic Geometry . . . . .		3	
ARH 1000 or	(AT 110) . . Art Appreciation . . . . .	3		
MUL 1011	(MC 110) . . Music Appreciation . . . . . (3)			
HES 1000	(HH 101)* . Perspectives on Healthful Living . . . . .	2		
	(PE) . . . . . Physical Education . . . . .		1	
		16	17	4

**SOPHOMORE YEAR**

SOC 1200	(EH) . . . . . Literature . . . . .	3
POS 1001	(SS 101) . . Social Institutions . . . . .	3
PHY 2020C	(SS 102)** . Political Institutions . . . . .	3
PHY 2021C	(PH 201) . . General Physics I . . . . .	4
CHM 2210C	(PH 202) . . General Physics II . . . . .	4
CHM 2211C	(CY 211) . . Organic Chemistry I . . . . .	4
	(CY 212) . . Organic Chemistry II . . . . .	4
	(PE) . . . . . Physical Education . . . . .	1
		14
		12

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**NOTE:** Some colleges offering Medical Technology highly recommend some of the following courses in addition to the above requirements: BOT 1010 (BY 101)-BOT 1010L (BY 103), PHI 1100 (LC 101), STA 2014 (MS 208).

## **Related Health Programs**

### **MEDICAL LABORATORY TECHNOLOGY (A.S. 21-032)**

Requirements for Certification by the Registry of Medical Technologists of the American Society of Clinical Pathologists, Dated January 1973.

#### **"Medical Laboratory Technician — MLT (ASCP)"**

"CLA (ASCP) certification plus associate degree or equivalent, including courses in chemistry and biology, plus Registry examination (Until July 1, 1973 those individuals certified CLA (ASCP) who meet academic requirements may be certified MLT (ASCP) without examination.)"

In compliance with this requirement for certification, the following program for Medical Laboratory Technology has been developed.

Credit will be granted for the following courses and hours of credit to:

- (1) A person who is a Certified Laboratory Assistant, CLA (ASCP).
- (2) A person who is a Certified Technician as approved by the American Medical Technologists and who is actively employed.
- (3) A person who is a Registered Medical Technologist as approved by the International Society of Clinical Laboratory Technologists and who is actively employed.

A person who does not have any of the above certifications must make his own arrangements with a hospital that provides such a training program. Information on local hospital training may be obtained from the college.

COURSE	TITLE	SEMESTER HOURS CREDIT	
MLS 1000 (MT 160) . .	Introduction to Medical Laboratory Technology . . . . .	4	
MLS 1430 (MT 162) . .	Medical Parasitology . . . . .	3	
MLS 1600 (MT 163) . .	Medical Instrumentation . . . . .	2	
MLS 2610C (MT 281) . .	Clinic Chemistry . . . . .	5	
MLS 2360 (MT 282) . .	Hematology and Urinalysis . . . . .	4	
MLS 2530 (MT 183) . .	Immunohematology and Serology . . . . .	4	
MLS 2804 (MT 295) . .	Clinical Procedures . . . . .	9	
			31

#### **COLLEGE COURSES TO BE COMPLETED ARE:**

		Fall	Winter
BSC 1012 (BY 100) . .	Principles of Biology . . . . .	3	
BSC 1012L (BY 105) . .	Principles of Biology Laboratory . . . . .	1	3
MCB 1000C (BY 156) . .	Microbiology . . . . .		
CHM 1045 (CY 101) . .	General Chemistry I . . . . .	3	
CHM 1046C (CY 102) . .	General Chemistry II . . . . .		4
ENC 1103 (EH 101) . .	Freshman Communications . . . . .	3	
ENC 1136 (EH 102) . .	Freshman Communications . . . . .		3
HES 1000 (HH 101)* . .	Perspectives on Healthful Living . . . . .		2
MAT 1033 (MS 110) . .	Intermediate Algebra . . . . .	3	
(PE) . . . . .	Physical Education . . . . .	1	1
SOC 1200 (SS 101) . .	Social Institutions . . . . .	3	
POS 1001 (SS 102)***	Political Institutions . . . . .		3
		17	16

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**MENTAL HEALTH TECHNOLOGY (A.S. 21-340)**

A Mental Health Technologist will work in a variety of human services under the direct supervision of professional personnel. He will be equipped to make a useful contribution to community action in programs in innovative new roles and functions for human service workers.

The Mental Health Technology curriculum is designed to educate a Mental Health generalist who is trained for a family of occupations, rather than a specific job. Students will study a core of general education subjects combined with specialized courses related to behavior disorders. As part of the program, the student will participate in supervised field work experiences in several different kinds of community agencies and institutions.

Upon completion of the Mental Health curriculum, the student will be able to function in a wide range of roles in the social services and human service agencies as assistant in individual and group counseling, administering psychological tests, conducting initial interviews and social welfare departments, child care centers, teacher's assistant, working with special education classes, general hospital settings, and psychiatric treatment centers.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3	
MHT 1010	(MH 100) . . Introduction to Mental Health . . . . .	3	
MHT 1300	(MH 103) . . Interviewing and Recording . . . . .	3	
	(PE) . . . . . Physical Education . . . . .	1	
PSY 2012	(PY 201) . . General Psychology . . . . .	3	
SOC 1200	(SS 101) . . Social Institutions . . . . .	3	
ENC 1136	(EH 102) . . Freshman Communications . . . . .		3
HES 1400	(HH 103) . . Standard First Aid and Personal Safety . . . . .		1
MHT 1210	(MH 101) . . Group Dynamics . . . . .		3
MHT 1800C	(MH 105) . . Field Work in Mental Health . . . . .		6
DEP 2102	(PY 203) . . Child Growth and Development . . . . .		3
		16	16

**SOPHOMORE YEAR**

MHT 2122	(MH 201) . . Psychotherapy: Theory and Practice . . . . .	3	
MHT 2810C	(MH 205) . . Field Work in Mental Health . . . . .		6
	(PE) . . . . . Physical Education . . . . .	1	
EGC 2120	(PY 202) . . Personality Development . . . . .	3	
POS 1001	(SS 102)* . . Political Institutions . . . . .	3	
SOC 1010	(SS 210)** . . American Social Problems . . . . .	3	
BSC 1012	(BY 100) . . Principles of Biology . . . . .	3	
HES 1000	(HH 101)*** Perspectives on Healthful Living . . . . .	2	
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3	
MAF 2200	(SS 201) . . Marriage and Family Relationships . . . . .		3
		16	14

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*If a student is planning to work in the area of alcoholism rehabilitation, he may substitute MHT 1510 (MH 104).

\*\*\*HES 2121 (HH 230) may be substituted.

**Related Health Programs**  
**OCCUPATIONAL THERAPY (A.A. 21-237)**

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1100C (AT 112) . . .	Arts and Crafts I . . . . .	3	
ARH 1000 (AT 110) . . .	Art Appreciation . . . . .		3
or			
MUL 1011 (MC 110) . . .	Music Appreciation . . . . .	(3)	
BSC 1012 (BY 100) . . .	Principles of Biology . . . . .	3	
BSC 1012L (BY 105) . . .	Principles of Biology Laboratory . . . . .	1	
ZOO 1010 (BY 102) . . .	General Zoology . . . . .		3
ZOO 1010L (BY 104) . . .	General Zoology Laboratoy . . . . .		1
ENC 1103 (EH 101) . . .	Freshman Communications . . . . .	3	
ENC 1136 (EH 102) . . .	Freshman Communications . . . . .		3
HES 1000 (HH 101)* . . .	Perspectives on Healthful Living . . . . .	2	
MGF 1113 (MS 106) . . .	General Education Math I . . . . .		3
	(PE) . . . . . Physical Education . . . . .	1	1
SOC 1200 (SS 101) . . .	Social Institutions . . . . .	3	
POS 1001 (SS 102)** . . .	Political Institutions . . . . .		3
		16	17

**SOPHOMORE YEAR**

ART 1201C (AT 101) . . .	Design I . . . . .	3	
ART 1110C (AT 105) . . .	Ceramics I . . . . .	2	
	(EH) . . . . . Literature . . . . .	3	3
HES 1400 (HH 103) . . .	Standard First Aid and Personal Safety . . . . .	1	
PSC 1513 (PS 101) . . .	Survey of Physical Science I . . . . .	3	
PSC 1341 (PS 102) . . .	Survey of Physical Science II . . . . .		4
PSY 2012 (PY 201) . . .	General Psychology . . . . .	3	
EGC 2120 (PY 202) . . .	Personality Development . . . . .		3
SPC 1600 (SP 101) . . .	Fundamentals of Speech . . . . .	3	
	Electives . . . . .		3
		15	16

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**NOTE:** Some colleges in addition to the above courses require CHM 1015 (CY 100) and SOC 2000 (SS 207).

**OCCUPATIONAL THERAPY ASSISTANT (A.S. 21-240)**

The Occupational Therapy Assistant is trained to work under the direct supervision of a Registered Occupational Therapist (B.S. Degree holder) giving specific treatment to patients with physical or psychological disabilities. This curriculum has been developed along the guidelines of the American Occupational Therapy Association and has received full approval from that organization. Graduates are eligible to become Certified Occupational Therapy Assistants and may work in any of the 50 states.

**FRESHMAN YEAR**

		SEMESTER HOURS CREDIT
ART 1000C	(AT 112) . . Arts and Crafts I . . . . .	3
ART 1101C	(AT 114) . . Arts and Crafts II . . . . .	3
APB 1190C	(BY 151) . . Anatomy and Physiology I . . . . .	3
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1313	(EH 110) . . Technical Writing . . . . .	3
HES 1000	(HH 101)* . . Perspectives on Healthful Living . . . . .	2
HES 1400	(HH 103) . . Standard First Aid and Personal Safety . . . . .	1
OTH 2410	(OT 240) . . Medical Problems Related to Rehabilitation . . . . .	3
OTH 1001	(OT 101) . . Introduction to Occupational Therapy . . . . .	3
OTH 1300C	(OT 102) . . Psychiatric Occupational Therapy . . . . .	3
OTH 1800	(OT 130) . . Occupational Therapy Practicum . . . . .	2
	(PE) . . . . . Physical Education . . . . .	1
PSY 2012	(PY 201) . . General Psychology . . . . .	3
		<hr/> 17
		17

**SOPHOMORE YEAR**

MHT 1210	(MH 101) . . Group Dynamics . . . . .	3
NUS 2310	(NG 202) . . Human Growth and Development . . . . .	2
OTH 2420	(OT 201) . . Occupational Therapy for the Physically Disabled . . . . .	3
OTH 2100C	(OT 202) . . Occupational Therapy Theory and Activities Lab . . . . .	3
OTH 2840L	(OT 250) . . Supervised Clinical Practice . . . . .	8
LEI 2700C	(RC 230) . . Recreation for the Aged . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)** . . Political Institutions . . . . .	3
		<hr/> 17
		11

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

# Related Health Programs

## PHYSICAL THERAPY (A.A. 21-228)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1000 or MUL 1011	(AT 110) . . Art Appreciation . . . . .	3	
BSC 1012	(MC 110) . . Music Appreciation . . . . .	(3)	
BSC 1012L	(BY 100) . . Principles of Biology . . . . .	3	
ZOO 1010	(BY 105) . . Principles of Biology Laboratory . . . . .	1	
ZOO 1010L	(BY 102) . . General Zoology . . . . .		3
ENC 1103	(BY 104) . . General Zoology Laboratory . . . . .		1
ENC 1136	(EH 101) . . Freshman Communications . . . . .	3	
MAC 1104	(EH 102) . . Freshman Communications . . . . .		3
CHM 1045	(PE) . . Physical Education . . . . .	1	1
CHM 1046C	(MS 111) . . College Algebra . . . . .	3	
PHI 1100	(CY 101) . . General Chemistry I . . . . .	3	
	(CY 102) . . General Chemistry II . . . . .		4
	(LC 101) . . Art of Thinking . . . . .		3
		17	15

### SOPHOMORE YEAR

CHM 1047C	(CY 103) . . General Chemistry III . . . . .	4	
	(EH) . . Literature . . . . .	3	3
HES 1000	(HH 101)* . . Perspectives on Healthful Living . . . . .		2
HES 1400	(HH 103) . . Standard First Aid and Personal Safety . . . . .		1
PHY 2020C	(PH 201) . . General Physics I . . . . .	4	
PHY 2021C	(PH 202) . . General Physics II . . . . .		4
PSY 2012	(PY 201) . . General Psychology . . . . .	3	
EGC 2120	(PY 202) . . Personality Development . . . . .		3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3	
POS 1001	(SS 102)** . . Political Institutions . . . . .		3
		17	16

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.



*Day classes are being taught by a permanent staff of PBJC North teachers in the PBJC Florida Atlantic University building on 45th Street, West Palm Beach.*

**RADIOLOGICAL TECHNOLOGY (A.S. 21-303)**

Palm Beach Junior College provides the opportunity for any individual who has completed a program of Radiological Technology which meets the requirements established by the Council on Medical Education and Hospitals of the American Medical Association and the American Society of Radiologic Technologists, and passed the Registry examination in X-ray Technology to finish the below listed requirement of the College for graduation to receive an Associate in Science Degree in Radiological Technology. Information may be obtained from the College on Radiological Technology training in local hospitals.

Credit would be granted to the student for courses listed below:

COURSE	TITLE	SEMESTER HOURS CREDIT
RTE 1401C (XR 100) . . .	Radiological Technique I . . . . .	3
RTE 1800L (XR 101) . . .	Applied Radiological Technique I . . . . .	3
RTE 1402C (XR 102) . . .	Radiological Technique II . . . . .	3
RTE 1810L (XR 103) . . .	Applied Radiological Technique II . . . . .	5
APB 1223 (XR 104) . . .	Topographic Anatomy and Physiology . . . . .	3
RTE 2403C (XR 200) . . .	Radiological Technique III . . . . .	3
RTE 2850L (XR 201) . . .	Applied Radiological Technique III . . . . .	3
RTE 2404C (XR 202) . . .	Radiological Technique IV . . . . .	3
RTE 2840L (XR 203) . . .	Applied Radiological Technique IV . . . . .	5
RTE 2860L (XR 204) . . .	Applied Radiological Technique V . . . . .	5
		36

ADDITIONAL COURSES TO BE COMPLETED BY THE STUDENT INCLUDE:

COURSE	TITLE	Fall	Winter
BSC 1012 (BY 100) . . .	Principles of Biology . . . . .	3	
BSC 1012L (BY 105)* . . .	Principles of Biology Laboratory . . . . . (1)		
ENC 1103 (EH 101) . . .	Freshman Communications . . . . .	3	
ENC 1136 (EH 102) . . .	Freshman Communications . . . . .		3
or			
ENC 1313 (EH 110) . . .	Technical Writing . . . . . (3)		
HES 1000 (HH 101)** . . .	Perspectives on Healthful Living . . . . .		2
(PE) . . . . .	Physical Education . . . . .	1	1
PSY 2012 (PY 201) . . .	General Psychology . . . . .		3
SPC 1600 (SP 101) . . .	Fundamentals of Speech . . . . .		3
SOC 1200 (SS 101) . . .	Social Institutions . . . . .	3	
POS 1001 (SS 102)*** . . .	Political Institutions . . . . .		3
MGF 1113 (MS 106) . . .	General Education Math I (Modules 7, 8, 11) . . . . .	3	
		13-14	15

\*BSC 1012L (BY 105) is optional.

\*\*HES 2121 (HH 230) may be substituted.

\*\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

NOTE: It is highly recommended that during the Fall Term, NUS 2402 (NG 255) be taken.

## **Related Health Programs**

### **COURSE DESCRIPTIONS**

#### **Health Education and Safety**

##### **HES 1000 (HH 101) PERSPECTIVES ON HEALTHFUL LIVING**

This course provides students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for himself and society. Current health findings are used to establish an awareness of various health problems in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon the removal of ecologic hazards, developing a healthy personality, improving organic efficiency and preparation for effective family living. 2-0-2†

##### **HES 1400 (HH 103) STANDARD FIRST AID AND PERSONAL SAFETY**

This course offers a review of the theories, practices, and skills that meet certification requirements by the American Red Cross. 0-2-1\*

##### **HES 2121 (HH 230) LIFE SCIENCE AND HEALTH**

This course is designed to provide basic health knowledge for individuals who are interested in teaching health to children, youth, and young adults. The content will analyze current findings from medicine and health science which influence the total status for man and society. The development of values, attitudes and practices will be stressed in view of controversial health issues in our social milieu with an aim to aid man's adaptation to life style situations. 3-0-3†

#### **Mental Health Technology**

##### **MHT 1010 (MH 100) INTRODUCTION TO MENTAL HEALTH TECHNOLOGY**

An orientation to the field of mental health work; history, current concepts and roles of various workers in the field are reviewed and discussed. Various community agencies are explored. A core of studies will investigate the services offered, eligibility, areas served, fees and methods of referral. Projects will be promoted to help people cope with their health and social problems. Field trips and guest lectures are scheduled. 3-0-3\*

##### **MHT 1210 (MH 101) PRINCIPLES OF GROUP DYNAMICS**

A course designed to help students realize their potential for growth more fully, and to increase their ability to work effectively with others in a variety of situations. Lectures, discussions and reading material will consider group processes including factors of cohesion, conflict, individual roles, communications systems, tasks and problem solving. Techniques of psychodrama, role playing, and sociodrama will be explored. 3-0-3\*

##### **MHT 1300 (MH 103) INTERVIEWING AND RECORDING**

A study of the purposes, structure, focus, and techniques employed in effective interviewing and recording of data. Experiences will be provided for practice in observation, recording, and summarizing personal histories. 3-0-3\*

##### **MHT 1510 (MH 104) COUNSELING THE CHEMICALLY DEPENDENT PERSON**

This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role playing and critique are part of this instruction. 3-0-3\*

##### **MHT 1800C (MH 105) FIELD WORK IN MENTAL HEALTH**

[Prerequisite: MHT 1010 (MH 100) and MHT 1300 (MH 103)] This course offers basic understanding of the historical foundations for the growth of the mental health movement and its significance in preventive and therapeutic measures. Techniques of objective observing, testing recording data, methods of case study, interviewing and the role of mental health personnel are studied. Students will be assigned to different centers and seminars will be arranged. Participants will be supervised by the instructor of the course and by the personnel of the center. 2-8-6\*

\*Lecture-Lab-Credit Hours

†Students are permitted to take only one of these courses at PBJC.

## Related Health Programs

### MHT 2122 (MH 201) PSYCHOTHERAPY: THEORY AND PRACTICE

[Prerequisite: PSY 2012 (PY 201)] The student will obtain a basic knowledge of understanding of the current systems of psychotherapy to include terminology, modality types, and effectiveness in regard to specific syndromes and/or dysfunctions. 3-0-3\*

### MHT 2810C (MH 205) FIELD WORK IN MENTAL HEALTH

[Prerequisite: MHT 1800C (MH 105)] A continuation in the study of testing procedures, interviewing techniques and a further understanding of the mental technicians in various settings. The focus will be on learning and experiencing group skills in various patient and staff encounters. Students will be rotated through different services and work with staff as team members, supervision will be provided by the instructor of the course and the personnel of the center and seminars will be arranged. 2-8-6\*

## Occupational Therapy

### OTH 1001 (OT 101) INTRODUCTION TO OCCUPATIONAL THERAPY

An introduction to the history, philosophy, development and present status in rehabilitation of occupational therapy with emphasis on the role of the occupational therapy assistant. The use of occupational therapy in the treatment of geriatric patients with emphasis on man's need for work and leisure, the effects of illness and disability on human behavior in general and the psychological aspects of physical disability will also be discussed. Special attention will be given to current attitudes toward the dying patient. Medicare and Medicaid programs, agencies for health care, the law as it relates to patients, institutions and employees. Basic medical terminology will be introduced. 3-0-3\* (Offered only in Fall Term)

### OTH 1300C (OT 102) PSYCHIATRIC OCCUPATIONAL THERAPY

[Prerequisite: OTH 1001 (OT 101) and PSY 2012 (PY 201)] This course provides the student with an understanding of occupational therapy as a diagnostic, evaluative and treatment process for mental illness. Material covered will include: review of abnormal psychology, past and current trends, the dyadic relationship, group phenomena in occupational therapy, the meaning of activities and current practices. Weekly experience in psychiatric and mental health facilities will be coordinated with class work. 2-2-3\* (Offered in Winter Term only)

### OTH 1800C (OT 130) OCCUPATIONAL THERAPY PRACTICUM

[Prerequisite: OTH 1001 (OT 101)] This course provides three hours a week visiting County Health and Welfare agencies for one month and three months experience as a volunteer in a Nursing Home Activity Program with opportunities to plan and implement appropriate activities under the supervision of the activity director. Weekly seminars provide background material on the nursing home population and group evaluation of the experience. 1-3-2\* (Offered only in Winter Term)

### OTH 2100C (OT 202) OCCUPATIONAL THERAPY ACTIVITIES LAB

[Prerequisite: OTH 1001 (OT 101) and ART 1100C (AT 112) or ART 1101C (AT 114)] Instruction in activities of daily living for the disabled. Introduction to splinting and bracing with emphasis on purpose, proper application and daily care, development and use of forms and records, survey of therapeutic activities such as leather work, needlecraft, mosaics, copper tooling, etc., with emphasis on instructional techniques. Acquisition and use of equipment and materials, care of supplies and application in treatment. Development of skills to a point which permits follow through. 1-4-3\* (offered only in Fall Term)

### OTH 2410 (OT 240) MEDICAL PROBLEMS RELATED TO REHABILITATION

[Prerequisite: APB 1190C (BY 151)] This course will familiarize the student with the etiology, diagnosis, detection, medical management and prognosis of the traumatic, chronic and degenerative conditions commonly treated in physical medicine and rehabilitation. 3-0-3\* (Offered only in Fall Term)

\*Lecture-Lab-Credit Hours

## **Related Health Programs**

### **OTH 2420 (OT 201) OCCUPATIONAL THERAPY FOR THE PHYSICALLY DISABLED**

[Prerequisite: OTH 1001 (OT 101) and OTH 2410 (OT 240)] Treatment methods for the general medical, chronic degenerative and traumatic conditions commonly seen in occupational therapy clinics. Muscle testing and joint range of motions measurements will be introduced. What to observe and how to report effectively. 3-0-3\* (Offered only in Fall Term)

### **OTH 2840L (OT 250) SUPERVISED CLINICAL PRACTICE**

[Prerequisite: OTH 1300C (OT 102), OTH 1800C (OT 130), OTH 2420 (OT 201) and OTH 2100C (OT 202)] Clinical experience working with patients in local occupational therapy departments under the supervision of a registered occupational therapist. The experience is divided between a physical disabilities clinic and a mental health clinic. 0-24-8\* (Offered only in Winter Term)

### **EMT 2208 (EM 200) EMERGENCY MEDICAL TECHNOLOGY LEVEL II**

[Prerequisite: EMT I certification] A theoretical and practical study of advanced life-saving procedures incorporated in life support systems. The student will learn to identify life-threatening situations and, under the direction of a physician, administer triage, IV's, CPR, and other procedures needed for treating and transporting the patient. 8 credit hours.

### **MLS 1000 (MT 160) INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY**

An orientation to the field of laboratory medicine introducing basic equipment and techniques in all phases of the medical laboratory. 2-4-4\*

### **MLS 1430 (MT 162) MEDICAL PARASITOLOGY**

Emphasis is on the laboratory diagnosis of the protozoan, helminth and arthropod infections of medical importance with special attention to those indigenous to the area. Gross and microscopic materials for demonstration. 1-6-3\*

### **MLS 1600C (MT 163) MEDICAL INSTRUMENTATION**

Care, maintenance, and use of medical electronic and optic equipment such as compound and dissection microscopes, spectrophotometers, colorimeters, atomic absorption spectrophotometers, pH meters, autoanalysers, flame photometers, blood gas apparatus, electrophoresis, coulter counters, etc. Selected topics in circuitry and fundamentals of electronics. 1-3-2\*

### **MLS 2610C (MT 281) CLINICAL CHEMISTRY**

General principles involved in the quantitative analysis of the chemical constituents of such body substances as blood, urine, and feces in health and disease. Various techniques as colorimetry, potentiometry, gasometry, fluorimetry and chromatography are applied. 2-9-5\*

### **MLS 2360 (MT 282) HEMATOLOGY AND URINALYSIS**

Study of normal and abnormal cell morphology. Performance of tests such as cell counts, differentials, hematocrits, sedimentation rates, platelet counts, fragility, coagulation, etc. Urine analyzed for normal and abnormal constituents in health and disease. 2-6-4\*

### **MLS 2530 (MT 283) IMMUNOHEMATOLOGY AND SEROLOGY**

Blood banking including typing, grouping, and cross-matching. Antigen-antibody reactions. Complement fixation, precipitation, flocculation, hemagglutination, VDRL, and antistreptolysin tests. 2-6-4\*

### **MLS 2804 (MT 295) CLINICAL PROCEDURES**

Theory and practice of laboratory procedures involved in the disciplines of clinical chemistry, hematology, microbiology, parasitology, etc. Supervised experience in clinical laboratories in which students relate through the various departments. 4-27-13\*

### **RTE 1401C (XR 100) RADIOLOGICAL TECHNIQUE I**

This course includes a discussion of professional ethics, darkroom chemistry and technique, principles of radiographic exposure, radiographic positioning, and film critique.

\*Lecture-Lab-Credit Hours

## Related Health Programs

- a. **Professional Ethics** — to acquaint the student with good ethical principles; to outline the responsibilities entailed by becoming a member of a paramedical profession; to explain the relationship of the X-ray technician to other technicians, the patients, the radiologist, attending physician, and other members of the hospital staff.
- b. **Darkroom Chemistry and Technique** — the objective of this course is to develop the knowledge and skills necessary for thorough and efficient darkroom procedures. To study the history and development of X-ray film and darkroom accessories. To gain a thorough knowledge of the chemical constituents of processing solutions and their functions. To appreciate various types of darkroom and processing apparatus.
- c. **Principles of Radiographic Exposure I** — the object of this course is to give the student a thorough understanding of the theory of X-ray technique and to correlate this knowledge with practical application, thus developing a thinking technician capable of devising a technique based on sound principles and practices.
- d. **Radiographic Positioning I** — the object of this course is to provide instruction in the radiographic positioning of the bones of the body. This course will provide precise and detailed information on the various positions and demonstrate the necessity for different views to maintain correct detailed and proportion of parts. Emphasis will be placed on the extremities and spine of the body.
- e. **Film Critique I, II, III, and IV** — to provide a forum for review, informal discussion and seminars on the quality of films being produced by the student. An opportunity to offer him constructive criticism of his work.

### **RTE 1800L (XR 101) APPLIED RADIOLOGICAL TECHNIQUE I**

### **RTE 1402C (XR 102) RADIOLOGICAL TECHNIQUE II**

This course follows immediately after Radiological Technique I, and includes positioning of the patient, radiographic exposure, common procedures using contrast media, nursing procedures, techniques of pediatric radiography, and film critique.

- a. **Radiographic Positioning II** — to give the student instruction in the more difficult and radiographic positions, supplementing and adding to the basic principles of positioning as given in Radiographic Positioning I. Emphasis is placed on the skull and organs of the chest, abdomen, and pelvis.
- b. **Principles of Radiographic Exposure II** — to give the student instruction in the use of cones, diaphragms, collimators, filters, grids, screens, and film and the effect each has on the quality of the radiograph.
- c. **Common Procedures Using Contrast Media** — to acquaint the student with common procedures in radiography involving the use of contrast media, the equipment and media used and the reactions and contradictions of these media.
- d. **Nursing Procedures** — to acquaint the student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of the X-ray technician in various nursing situations.
- e. **Pediatric Radiography** — to acquaint the student with the importance of having a definite method of procedure with young children; to explain its advantages, which include the saving of film and time of the operator, as well as minimizing the amount of radiation to the patient.

### **RTE 1810L (XR 103) APPLIED RADIOLOGICAL TECHNIQUE II**

### **APB 1223 (SR 104) TOPOGRAPHIC ANATOMY AND PHYSIOLOGY**

This course includes the anatomy and physiology of all vertebrates. However particular attention is directed to the structure and functioning of the systems found in man. It includes a review of anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. The material is presented according to regions of the body, the stress being upon the location of each organ using surface landmarks and the relation of the organ to the other organs within the same anatomical region.

## **Related Health Programs**

### **RTE 2403C (XR 200) RADIOLOGICAL TECHNIQUES III**

This advanced course goes into greater detail on positioning, radiographic exposure, radiation protection, special radiographic procedures, and film critique.

- a. **Radiographic Positioning III** — to acquaint the student with the most difficult radiographic positioning procedures. Non-routine radiography of the extremities, abdomen, the vertebral column, bones of the skull, paranasal sinuses, mastoid sinuses, and thoracic contents.
- b. **Principles of Radiographic Exposure III** — to give the student a complete and thorough knowledge of the manipulation of exposure factors through the completion of problems and experiments. To learn the basic principles needed to construct technique charts for all situations and all exposure factors.
- c. **Radiation Protection** — this course provides instruction as to the various ways and means of protecting that part of the patient not being treated and other personnel in the room from the effects of ionizing radiation. Also covers radiation dosimetry and detection, maximum permissible doses and levels of radiation.
- d. **Special Procedures** — to acquaint the student with the specialized and highly technical procedures in radiography, the equipment and contrast media used, and the general indications for each examination.

### **RTE 2850L (XR 201) APPLIED RADIOLOGICAL TECHNIQUE III**

### **RTE 2404C (XR 202) RADIOLOGICAL TECHNIQUE IV**

This course is designed to give the student basic training in radiation therapy and nuclear medicine, intraoral radiography, equipment maintenance, departmental administration. Also, film critique IV is covered in this course.

- a. **Radiation Therapy and Nuclear Medicine** — this course is designed to meet the basic requirements for training of technicians in radiation therapy. It is slanted towards the student whose training is primarily in the field of diagnostic X-ray technology, but whose subsequent employment may include duties in radiation therapy.
- The student is acquainted with those commonly employed radium and radio-active isotopes, emphasis being placed upon the storage and handling of radioactive materials and the protective measures which must be taken in their use. Lectures are supplemented by occasional visits to the therapy department.
- b. **Intraoral Radiology** — to provide the student with an understanding of the anatomy and contours of the teeth and mouth and of the geometry of image formation of this area. To familiarize him with the essential equipment and accessories used in dental radiography.
- c. **Equipment Maintenance** — to give the student instruction in the detection and correction of simple difficulties which interfere with or prevent the proper function of the equipment or accessories; as well as fundamentals of preventive maintenance to avoid expensive breakdowns.
- d. **Departmental Administration** — to acquaint the student with the organization, function, supervision, and financial arrangements relative to departments of radiology. To present correct departmental intra- and inter-departmental relationships such as those pertaining to attitudes and policies relative to personnel management.
- e. To acquaint the student with certain changes that occur in disease and injury and their application to X-ray technology. An understanding of these should enable the technician to handle seriously ill or injured patients more intelligently and to produce more informative radiographs. This is not intended to be a detailed course in pathology.

### **RTE 2840L (XR-203) APPLIED RADIOLOGICAL TECHNIQUE IV**

### **RTE 2860L (XR 204) APPLIED RADIOLOGICAL TECHNIQUE V**

Practical application of knowledge acquired in above Technique courses. Each student will be assigned work under direct supervision in the hospital X-ray department on a weekly basis. In this capacity he will receive instruction and gain experience in patient handling, operation of equipment for radiography, fluoroscopy and exposure techniques. Periodic conferences will be held with students regarding hospital experience. Although this is a laboratory course, students will be encouraged to make use of textbooks, library references and professional publications to further their knowledge of x-ray technology.

\*Lecture-Lab-Credit Hours

# Science

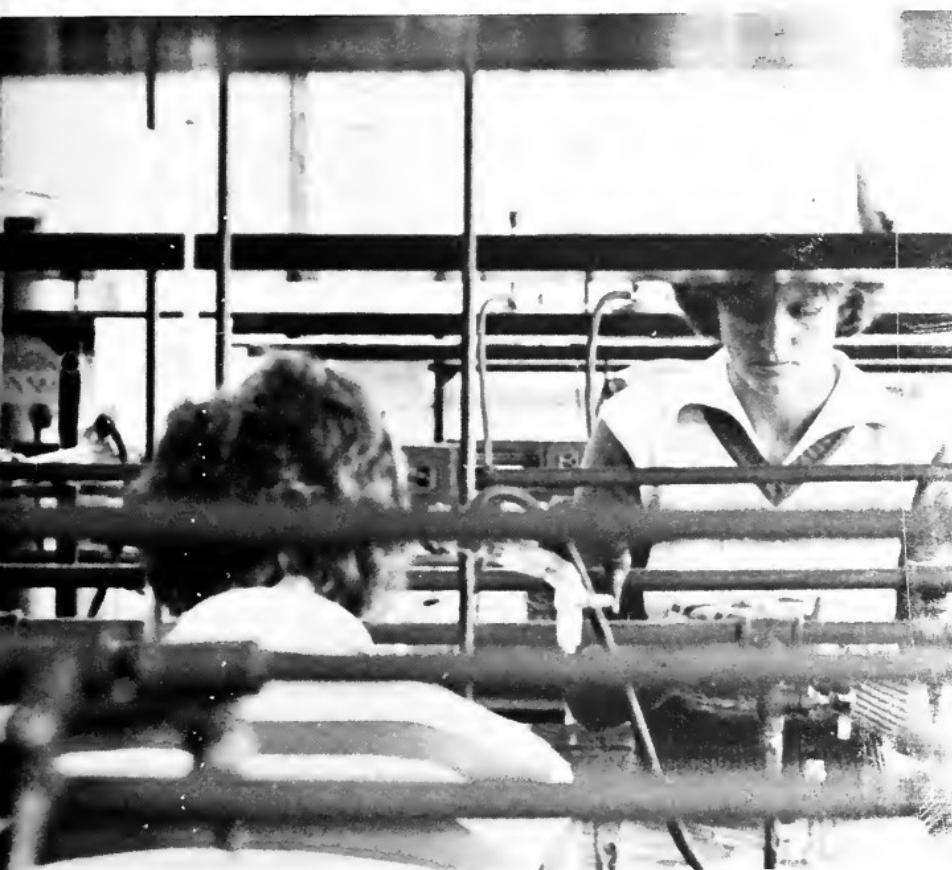
**FACULTY:** Dasher (Chairperson)

**BIOLOGY SECTION:** Allred, Bailey, Behel, Butler, Caylor, Drummond, R. Gross, Hartman, Krieger, Marsteller, Maxwell, McGuire, S. Smith

**MAJORS:** Bacteriology, Biology Teacher, Conservation, General Biology, Marine Biology, Plant Sciences (Agriculture), Science Education, Water and Waste-water Technology, Zoology

**COURSE PREFIXES:** APB, BOT, BSC, HOS, MCB, OCB, PCB, ZOO, EVS (BY, WT)

**PROGRAMS:**



## **Science**

GENERAL BIOLOGY (A.A. 02-026);  
 BACTERIOLOGY (A.A. 02-031);  
 BIOLOGY TEACHER (A.A. 02-027);  
 MARINE BIOLOGY (A.A. 02-035);  
 CONSERVATION (WILD LIFE) (A.A. 02-033);  
 SCIENCE EDUCATION (A.A. 02-029);  
 ZOOLOGY (A.A. 02-034)

**SUGGESTED CURRICULUM:** The biology curriculum is designed to prepare majors for transfer to a senior institution with a minimum of difficulty. The same basic courses apply no matter which branch of biology is the student's final goal. However, it is strongly recommended that the student consult the catalog of the senior institution to which he plans to transfer. The following is a minimum program; at least one spring term will be required to complete the chemistry sequence.

### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
BSC 1012	(BY 100) . . Principles of Biology . . . . .	3
BSC 1012L	(BY 105) . . Principles of Biology Laboratory . . . . .	1
BOT 1010	(BY 101) . . General Botany I . . . . .	3
BOT 1010L	(BY 103) . . General Botany I Lab . . . . .	1
or		
ZOO 1010	(BY 102) . . General Zoology . . . . .	(3)
ZOO 1010L	(BY 104) . . General Zoology Laboratory . . . . .	(1)
CHM 1045	(CY 101) . . General Chemistry I . . . . .	3
CHM 1046C	(CY 102) . . General Chemistry II . . . . .	4
CHM 1047C	(CY 103) . . General Chemistry III . . . . .	4
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
MAC 1104	(MS 111) . . College Algebra . . . . .	3
MAC 1144	(MS 121) . . Trigonometry and Analytic Geometry . . . . .	3
	(PE) . . . . . Physical Education . . . . .	2
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
		36

### **SOPHOMORE YEAR**

ARH 1000	(AT 110) . . Art Appreciation . . . . .	3
or		
MUL 1011	(MC 110) . . Music Appreciation . . . . .	(3)
ZOO 2713C	(BY 201) . . Comparative Vertebrate Anatomy I . . . . .	3
ZOO 2715C	(BY 292) . . Comparative Vertebrate Anatomy II . . . . .	3
or		
BOT 2153C	(BY 211) . . Botany II . . . . .	(4)
PCB 2060	(BY 203) . . Genetics . . . . .	3
PCB 2060L	(BY 205) . . Experiments in Genetics . . . . .	1
CHM 2210C	(CY 211) . . Organic Chemistry I . . . . .	4
CHM 2211C	(CY 212) . . Organic Chemistry II . . . . .	4
or		
PHY 2020C	(PH 201) . . General Physics I . . . . .	(4)
PHY 2021C	(PH 202) . . General Physics II . . . . .	(4)
	(EH) . . . . . Literature . . . . .	3
HES 1000	(HH 101)* . Perspectives on Healthful Living . . . . .	2
POS 1001	(SS 102)** . Political Institutions . . . . .	3

27-29

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**PLANT SCIENCES (AGRICULTURE) (A.A. 02-028)**

This program will provide the necessary General Education requirements for the first two years of college. Training emphasis required for careers in agriculture include biology, botany, chemistry, mathematics, physics, genetics, and physiology.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
BSC 1012	(BY 100) . . Principles of Biology .....	3
BSC 1012L	(BY 105) . . Principles of Biology Laboratory .....	1
CHM 1045	(CY 101) . . General Chemistry I .....	3
CHM 1046C	(CY 102) . . General Chemistry II .....	4
CHM 1047C	(CY 103) . . General Chemistry III .....	4
ENC 1103	(EH 101) . . Freshman Communications .....	3
ENC 1136	(EH 102) . . Freshman Communications .....	3
MAC 1104	(MS 111) . . College Algebra .....	3
MAC 1144	(MS 121) . . Trigonometry and Analytic Geometry .....	3
SOC 1200	(SS 101) . . Social Institutions .....	3
POS 1001	(SS 102)* . . Political Institutions .....	3
		35

**SOPHOMORE YEAR**

ARH 1000 or	(AT 110) . . Art Appreciation .....	3
MUL 1011	(MC 110) . . Music Appreciation .....	(3)
BOT 1010	(BY 101) . . General Botany I .....	3
BOT 1010L	(BY 103) . . General Botany I Laboratory .....	1
ZOO 1010	(BY 102) . . General Zoology .....	(3)
ZOO 1010L	(BY 104) . . General Zoology Laboratory .....	(1)
PCB 2060	(BY 203)** Genetics .....	3
PCB 2060L	(BY 104)**. Experiments in Genetics .....	1
HES 1000	(HH 101)*** Perspectives on Healthful Living .....	2
PHY 2020C	(PH 201) . . General Physics I .....	4
PHY 2021C	(PH 202) . . General Physics II .....	4
	(EH) . . Literature .....	3
	Elective .....	3
		27

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*Students planning to major in the life sciences in the College of Agriculture, University of Florida, should not take genetics here.

\*\*\*HES 2121 (HH 230) may be substituted.

**NOTE:** Students planning to study Forestry at the University of Florida should include MAC 2400 (MS 204).

**WATER AND WASTEWATER TECHNOLOGY (A.S. 02-199)**

This Water and Wastewater curriculum is designed to prepare persons for advancement in the ranks of municipal treatment plant operators. A student who wishes to obtain a certificate, rather than an Associate in Science Degree, may do so by completing the Water and Wastewater Technology courses which apply to his specialty, plus the course, Industrial Relationships.

## WATER AND WASTEWATER TECHNOLOGY COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT
EVS 1264	(WT 100) . . Water and the Environment . . . . .	3
EVS 1210	(WT 102) . . Basic Hydraulics for Water Technology . . . . .	3
or		
EVS 1215	(WT 104) . . Basic Hydraulics for Wastewater Technology . . . . . (3)	
EVS 2242	(WT 200) . . Water Quality Control . . . . .	3
EVS 2230	(WT 202) . . Water Supply and Wastewater Control . . . . .	3
EVS 2232	(WT 204) . . Water Purification . . . . .	4
or		
EVS 2233	(WT 208) . . Wastewater Treatment . . . . . (4)	
EVS 2105	(WT 206) . . Instrumentation and Controls . . . . .	3
BCN 2765	(WT 210) . . Contracts, Specifications, Codes Estimating, Costs . . . . .	3
ETI 2633	(ML 210) . . Industrial Relationships . . . . .	3
		<hr/>
		25

## ADDITIONAL COURSES FOR A.S. DEGREE

ECO 2000	(BA 200) . . Introduction to Economics . . . . .	3
BCN 1280C	(BC 111) . . Project Layout . . . . .	3
EVS 1269C	(WT 156) . . Microbiology for Wastewater Technology . . . . .	3
ETD 1110C	(DG 100) . . Introduction to Technical Drawing . . . . .	2
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
HES 1000	(HH 101)* . . Perspectives on Healthful Living . . . . . (PE) . . . . . Physical Education . . . . .	2
POS 2041	(PL 201)** American National Government . . . . .	3
PSC 1341	(PS 102) . . Survey of Physical Science II . . . . .	3
PSC 1341L	(PS 150) . . Physical Science Laboratory . . . . .	1
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
MTB 1321	(TM 103) . . Technical Math I . . . . .	3
MTB 1322	(TM 104) . . Technical Math II . . . . .	3
		<hr/>
		37

\*HES 2121 (HH 230) may be substituted.

\*\*POS 1001 (SS 102) or AMH 2010 (HY 201) may be substituted.

## COURSE DESCRIPTIONS

## Applied Biology

## APB 1190C (BY 151) ANATOMY AND PHYSIOLOGY I

An introductory course in the structure and functions of the human body. Topics include organization of the body, cell activities, early embryology, tissues and skin, as well as the skeletal, muscular and nervous systems. 2-2-3\*

## APB 1191C (BY 152) ANATOMY AND PHYSIOLOGY II

[Prerequisite: APB 1190C (BY 151)] A continuation of APB 1190C (BY 151). The circulatory, endocrine, reproductive, excretory, digestive and respiratory systems of the

\*Lecture-Lab-Credit Hours

body are studied. The laboratory includes demonstrations of human cadaver dissection when possible. 2-2-3\*

#### **APB 2301C (BY 251) MEDICAL LABORATORY PROCEDURES I**

[Prerequisite: CHM 1015 (CY 100) or higher. Previous experience will fulfill the prerequisite.] This course includes routine testing of urine, blood counting, blood and urine chemistries and techniques, blood typing, cross-matching and other procedures that may be required by the physician. 1-4-3\* (Not offered 77-78 year.)

#### **APB 2311C (BY 252) MEDICAL LABORATORY PROCEDURES II**

[Prerequisite: APB 2301C (BY 251)] This course is a continuation of APB 2301C (BY 251). Theory and practice in medical laboratory instrumentation and procedures are emphasized. In addition, drugs used commonly in the physician's office are studied in relation to their physical and chemical characteristics, dosage, actions, and reactions. 1-4-3\* (Not offered 77-78 year.)

#### **APB 2380L (BY 254) INTERNSHIP**

[Prerequisite: APB 2301C (BY 251)] During the fourth term in the sophomore year, actual work experience in offices of local doctors is arranged for those students who have shown sufficient aptitude in the Medical Assistant's program. 0-5-3\* (Not offered 77-78 year.)

#### **APB 1120 (BY 110) ENVIRONMENTAL CONSERVATION**

Integrates and correlates the features of the natural environment with man's activities. Identifies many of the ecological problems man is confronting now and will in the future. Lectures, demonstration, selected field trips, and guidance in the completion of a conservation project are provided. 3-0-3\*

## **Botany**

#### **BOT 1010 (BY 101) GENERAL BOTANY I**

[Prerequisite: BSC 1012 (BY 100); co-requisite BOT 1010L (BY 103)] An introductory survey of the plant kingdom with emphasis on phylogenetic relationships. Topics will include the cytology, morphology, anatomy, physiology, and economic importance of plants. 3-0-3\*

#### **BOT 1010L (BY 103) GENERAL BOTANY LABORATORY**

[Prerequisite: BSC 1012 (BY 100); co-requisite: BOT 1010 (BY 101)] The laboratory exercises will correlate with the topics of the lecture. 0-2-1\*

#### **BOT 1053C (BY 211) BOTANY II**

[Prerequisite: BOT 1010 (BY 101) and BOT 1010L (BY 103)] a detailed study of the vascular plants with particular emphasis on their taxonomy, distribution, and ecology. The advanced study of vascular plant morphology and anatomy will be stressed in the laboratory. Field work will include ecological studies and the preparation of a plant collection. 3-3-4\* (Offered in Winter Term only.)

## **Introductory Biology**

#### **BSC 1012 (BY 100) PRINCIPLES OF BIOLOGY**

An introduction of the principles of biology designed primarily to acquaint the student with the concepts of cellular biology and bio-chemistry, genetic theory, evolutionary principles, and ecological problems. Emphasis will be placed on those biological principles which man needs to better understand his role and responsibility to the environment. 3-0-3\*

\*Lecture-Lab-Credit Hours

## **Science**

### **BSC 1012L (BY 105) PRINCIPLES OF BIOLOGY LABORATORY**

[Prerequisite or co-requisite: BSC 1012 (BY 100)] Laboratory studies dealing with biochemistry, physiology, taxonomy, morphology, genetics, and other related topics will be emphasized. 0-1-1\*

## **Horticultural Sciences**

### **HOS 2010 (BY 221) GENERAL HORTICULTURE**

This course will give the home gardeners and workers in the various fields of horticultural practices a background in the proper development of a landscape plan, landscape maintenance, turf management, plant propagation, and insect and disease control. Field trips and laboratory demonstrations will be included in the presentation. Tropical fruit management will be discussed. 3-0-3\* (Offered evenings only.)

## **Microbiology**

### **MCB 1000C (BY 156) MICROBIOLOGY**

A study of the characteristics and importance of microorganisms with emphasis on identification control, relationship to health and disease and economic importance. 2-2-3\* (Offered Fall, Winter and Spring II)

## **Oceanography: Biological**

### **OCB 2103C (BY 215) INTRODUCTION TO MARINE SCIENCE**

[Prerequisite: ZOO 1010 (BY 102) and ZOO 1010L (BY 104)] This is an introductory course in marine biology and its related fields. Lectures will cover such topics as common marine organisms and their ecology, fishery methods, and elementary oceanography. This course is designed to introduce the future marine biologist to organism identification, laboratory research, and field collecting methods. Regular field trips will be required. 3-2-4\* (Offered in Fall and Spring II.)

## **Process Cell Biology**

### **PCB 2060 (BY 203) GENETICS**

[Prerequisite: BSC 1012 (BY 100)] This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3\* (Offered in Winter Term only.)

### **PCB 2060L (BY 205) EXPERIMENTS IN GENETICS**

[Co- or prerequisite: PCB 2060 (BY 203)] The work consists of experimental determination of various genetic ratios mainly by the culture and breeding of fruit flies. 0-2-1\* (Offered in Winter Term only.)

## **Zoology**

### **ZOO 1010 (BY 102) GENERAL ZOOLOGY LECTURE**

[Prerequisite: BSC 1012 (BY 100); co-requisite: ZOO 1010L (BY 104)] An introductory course dealing with the structure, functioning, embryology, and evolutionary relationships of representatives of the major animal phyla culminating in man. 3-0-3\*

### **ZOO 1010L (BY 104) GENERAL ZOOLOGY LABORATORY**

[Prerequisite: BSC 1012 (BY 100); co-requisite: ZOO 1010 (BY 102)] This laboratory includes observation of representative groups of the animal kingdom. 0-2-1\*

### **ZOO 2713C (BY 201) COMPARATIVE VERTEBRATE ANATOMY I**

[Prerequisite: ZOO 1010 (BY 102) and ZOO 1010L (BY 104)] The laboratory includes examination of the protochordates and dissection of the lamprey and dogfish shark. The

\* Lecture-Lab-Credit Hours

lectures discuss the origins, classification, and certain organ systems of the chordates.  
2-4-3\* (Offered in Fall Term only.)

### **ZOO 2715C (BY 202) COMPARATIVE VERTEBRATE ANATOMY II**

[Prerequisite: ZOO 2713C (BY 201)] This is a continuation of ZOO 2713C (BY 201). The work in the laboratory includes Necturus and the cat. The lectures deal with the higher vertebrates and the systems not treated in ZOO 2713C (BY 201). In addition, some early embryology is included. 2-4-3\* (Offered in Winter Term only.)

### **EVS 1264 (WT 100) WATER AND THE ENVIRONMENT**

An introduction to the interrelationships of biotic communities with their nonliving environments with particular emphasis on water resources, pollutants, and pollution control. A project pertinent to the student's major area of interest in water or wastewater technology will be required. 3-0-3\*

### **EVS 1210 (WT 102) BASIC HYDRAULICS FOR WATER TECHNOLOGY**

A course designed to provide the student with a basic understanding of practical hydraulic parameters as they apply to the supply, treatment, and distribution of water. Initially basic hydraulic principles, laws and relationships are studied, followed by the application of these phenomena to water system components. 3-0-3\*

### **EVS 1215 (WT 104) BASIC HYDRAULICS FOR WASTEWATER TECHNOLOGY**

A course designed to provide the student with a basic understanding of practical hydraulic parameters as they apply to the collection, treatment and distribution of wastewater. Initially basic hydraulic principles, laws and relationships are studied, followed by the application of these phenomena to wastewater system components. 3-0-3\*

### **EVS 1269C (WT 156) MICROBIOLOGY FOR WASTEWATER TECHNOLOGY**

This course provides the theoretical and practical knowledge required to identify bacteria and other microorganisms associated with water and wastewater treatment. Laboratory studies will include culture and staining techniques as well as selected water quality tests required to determine the sanitary characteristics of water from a particular source. 2-2-3\*

### **EVS 2242 (WT 200) WATER QUALITY CONTROL**

The significance and methods of analysis will be covered, with latitude for discussion of relative importance of each test in various plants. 3-0-3\*

### **EVS 2230 (WT 202) WATER SUPPLY AND WASTEWATER CONTROL**

A course designed to familiarize the student with the elementary engineering aspects of water supply and distribution, and of wastewater collection, removal and disposal. 3-0-3\*

### **EVS 2232 (WT 204) WATER PURIFICATION**

A study of basic principles of water purification including: aeration sedimentation, rapid sand filtration, chlorination, treatment chemicals, taste and odor control, bacteriological control, mineral control, design criteria, maintenance programs, and operational problems. New processes and recent developments are studied. Criteria, rules, regulations, forms and records associated with the field are considered. 4-0-4\*

### **EVS 2105 (WT 206) INSTRUMENTATION AND CONTROLS**

An elementary study of hydraulic, pneumatic, mechanical, electrical and electronic control systems and components. Includes a basic description, analysis, and explanation of operation of instrumental controls for water and wastewater plants. Typical performance characteristics, accuracy, and applications of instruments are studied. 3-0-3\*

### **EVS 2233 (WT 208) WASTEWATER TREATMENT**

This course is designed to familiarize the student with the elementary engineering aspects of design, operation, process control, and maintenance of wastewater treatment plants and facilities. 4-0-4\*

### **BCN 2765 (WT 210) CONTRACTS, SPECIFICATIONS, CODES, AND ESTIMATES AND COSTS**

A course designed to teach the methods and procedures of consummating an engineering contract with code and cost limitations. 3-0-3\*

\*Lecture-Lab-Credit Hours

## SCIENCE

**CHEMISTRY SECTION:** Dasher (Chairperson), Ackerman, Fayssoux, Lesko, Toohey, Truchelut

**MAJORS:** Chemistry, Chemistry Teacher, Pre-Dental, Pre-Medical, Pre-Optometry, Pre-Pharmacy, Pre-Podiatry, Pre-Veterinary

**COURSE PREFIXES:** CHM (CY)

**SUGGESTED CURRICULUM:** The courses outlined for the various programs are designed to meet the requirements for admission to the upper division course of study in that curriculum. The CHM 1045 (CY 101) – CHM 1046C (CY 102) sequence meets this requirement in most cases, but the individual student should be aware that CHM 1047C (CY 103) may be needed for proper lower division pre-professional in chemistry.

**PROGRAMS:**

**CHEMISTRY (A.A. 04-076), CHEMISTRY TEACHER (A.A. 04-077)**

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
ARH 1000 or	(AT 110) . . Art Appreciation . . . . .	3		
MUL 1011	(MC 110) . . Music Appreciation . . . . . (3)		3	
CHM 1045	(CY 101) . . General Chemistry I . . . . .		3	
CHM 1046C	(CY 102) . . General Chemistry II . . . . .			4
CHM 1047C	(CY 103) . . General Chemistry III . . . . .			4
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3		
ENC 1136	(EH 102) . . Freshman Communications . . . . .		3	
HES 1000	(HH 101)* . Perspectives on Healthful Living . . . . .		2	
MAC 1104	(MS 111) . . College Algebra . . . . .	3		
MAC 1144	(MS 121) . . Trigonometry & Analytic Geometry (PE) . . . . . Physical Education . . . . .		3	1
SOC 1200	(SS 101) . . Social Institutions . . . . .	3		
POS 1001	(SS 102)** . Political Institutions . . . . .		3	
		15	16	4

SOPHOMORE YEAR

CHM 2120C	(CY 202) . . Quantitative Analysis . . . . .	4
CHM 2210C	(CY 211) . . Organic Chemistry I . . . . .	4
CHM 2211C	(CY 212) . . Organic Chemistry II . . . . .	4
(EH) . . . . .	Literature . . . . .	3
MAC 2411	(MS 204) . . Calculus I . . . . .	3
MAC 2412	(MS 205) . . Calculus II . . . . .	3
(PE) . . . . .	Physical Education . . . . .	1
PHY 2040C	(PH 205) . . General Physics with Calculus I . . . . .	4
PHY 2041C	(PH 206) . . General Physics with Calculus II . . . . .	4
		15
		15

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**PRE-DENTAL (A.A. 04-079), PRE-MEDICAL (A.A. 04-078), PRE-PHARMACY (A.A. 04-080), PRE-VETERINARY (A.A. 04-081)**

This curriculum will meet the minimum requirements for admission to most medical and dental schools. While students may be admitted to dental schools after two years of pre-professional work, medical schools require at least three, usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto.

**FRESHMAN YEAR**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>		
		<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
ARH 1000 (AT 110) . .	Art Appreciation . . . . .	3		
or				
MUL 1011 (MC 110) . .	Music Appreciation . . . . .	(3)		
BSC 1012 (BY 100) . .	Principles of Biology . . . . .	3		
BSC 1012L (BY 105) . .	Principles of Biology Laboratory . . . . .	1		
ZOO 1010 (BY 102) . .	General Zoology . . . . .		3	
ZOO 1010L (BY 104) . .	General Zoology Laboratory . . . . .		1	
CHM 1045 (CY 101) . .	General Chemistry I . . . . .		3	
CHM 1046C (CY 102) . .	General Chemistry II . . . . .			4
CHM 1047C (CY 103) . .	General Chemistry III . . . . .			
ENC 1103 (EH 101) . .	Freshman Communications . . . . .	3		
ENC 1136 (EH 102) . .	Freshman Communications . . . . .		3	
HES 1000 (HH 101)* . .	Perspectives on Healthful Living . . . . .		2	
MAC 1104 (MS 111) . .	College Algebra . . . . .	3		
MAC 1144 (MS 121) . .	Trigonometry & Analytical Geometry . . . . .		3	
	(PE) . . . . . Physical Education . . . . .		1	
		16	17	4



**Science****SOPHOMORE YEAR**

ZOO 2713C	(BY 201) . . .	Comparative Vertebrate Anatomy I . . . . .	3
ZOO 2715C	(BY 202)**	Comparative Vertebrate Anatomy II . . . . .	3
CHM 2210C	(CY 211) . . .	Organic Chemistry I . . . . .	4
CHM 2211C	(CY 212) . . .	Organic Chemistry II . . . . .	4
	(EH) . . . . .	Literature . . . . .	3
PHY 2020C	(PH 201) . . .	General Physics I . . . . .	4
PHY 2021C	(PH 202) . . .	General Physics II . . . . .	4
SOC 1200	(SS 101) . . .	Social Institutions . . . . .	3
POS 1001	(SS 102)***	Political Instructions . . . . .	3
	(PE) . . . . .	Physical Education . . . . .	1
			17
			15

\*HES 2121 (HH 230) may be substituted.

\*\*Pre-Pharmacy students may substitute ACC 1001 (BA 101), ACC 1021 (BA 102) or CHM 2120C (CY 202).

\*\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**PRE-PODIATRY (A.A. 04-083)**

This curriculum will meet the minimum requirements for admission to most colleges of podiatry. A survey of these requirements has been conducted by the Chemistry Section by correspondence and from information published by the American Podiatry Association.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
BSC 1012	(BY 100) . . . Principles of Biology . . . . .	3	
BSC 1012L	(BY 105) . . . Principles of Biology Laboratory . . . . .	1	
ZOO 1010	(BY 102) . . . General Zoology . . . . .		3
ZOO 1010L	(BY 104) . . . General Zoology Laboratory . . . . .		1
CHM 1045	(CY 101) . . . General Chemistry I . . . . .	3	
CHM 1046C	(CY 102) . . . General Chemistry II . . . . .		4
ENC 1103	(EH 101) . . . Freshman Communications . . . . .	3	
ENC 1136	(EH 102) . . . Freshman Communications . . . . .		3
HES 1000	(HH 101)* . . . Perspectives on Healthful Living . . . . .		2
MAC 1104	(MS 111) . . . College Algebra . . . . .	3	
SOC 1200	(SS 101) . . . Social Institutions . . . . .	3	
POS 1001	(SS 102)** . . . Political Institutions . . . . .		3
		16	16

**SOPHOMORE YEAR**

ARH 1000 or	(AT 110) . . . Art Appreciation . . . . .	3
MUL 1011	(MC 110) . . . Music Appreciation . . . . .	(3)
CHM 1047C	(CY 103) . . . General Chemistry III . . . . .	4
CHM 2200C	(CY 200)*** Principles of Organic Chemistry . . . . .	4
	(EH) . . . . .	3
	(PE) . . . . .	1
PHY 2020C	(PH 201)' . . . General Physics I . . . . .	4
PHY 2021C	(PH 202) . . . General Physics II . . . . .	4
	Electives**** . . . . .	3
		15
		15

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*\*CHM 2210C (CY 211) — CHM 2211C (CY 212) may be substituted if 8 hours of organic chemistry are needed for admission by a particular college of podiatry.

\*\*\*\*PSY 2012 (PY 201), EGC 2120 (PY 202) are recommended.

**PRE-OPTOMETRY (A.A. 04-082)**

This curriculum will meet the minimum requirements for admission to most colleges of optometry. All colleges place emphasis on mathematics, physics, chemistry and biology. Since some colleges also require additional courses in psychology or foreign languages, it is suggested that the student contact directly the school of his choice to determine what modifications might be needed. Some information is available in the Career Information and Study Center, Library Learning Resources Building.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
BSC 1012	(BY 100) . . Principles of Biology . . . . .	3		
BSC 1012L	(BY 105) . . Principles of Biology Laboratory . . . . .	1		
ZOO 1010	(BY 102) . . General Zoology . . . . .		3	
ZOO 1010L	(BY 104) . . General Zoology Laboratory . . . . .		1	
CHM 1045	(CY 101) . . General Chemistry I . . . . .	3		
CHM 1046C	(CY 102) . . General Chemistry II . . . . .		4	
CHM 1047C	(CY 103) . . General Chemistry III . . . . .			4
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3		
ENC 1136	(EH 102) . . Freshman Communications . . . . .		3	
MAC 1144	(MS 121) . . Trigonometry & Analytic Geometry . . . . .	3		
MAC 2411	(MS 204) . . Calculus I . . . . .		3	
	(PE) . . . . . Physical Education . . . . .	1		
SOC 1200	(SS 101) . . Social Institutions . . . . .	3		
POS 1001	(SS 102)* . . Political Institutions . . . . .		3	
		17	17	4

**SOPHOMORE YEAR**

ARH 1000 or	(AT 110) . . Art Appreciation . . . . .	3
MUL 1011	(MC 110) . . Music Appreciation . . . . . (3)	
CHM 2210C	(CY 211) . . Organic Chemistry I . . . . .	4
CHM 2211C	(CY 212)** Organic Chemistry II . . . . .	4
	(EH) . . . . . Literature . . . . .	3
HES 1000	(HH 101)*** Perspectives on Healthful Living . . .	2
MAC 2412	(MS 205) . . Calculus II . . . . .	3
	(PE) . . . . . Physical Education . . . . .	1
PHY 2020C	(PH 201) . . General Physics I . . . . .	4
PHY 2021C	(PH 202) . . General Physics II . . . . .	4
	Electives**** . . . . .	3
		16
		15

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*For some colleges of optometry, the chemistry requirement may be met by taking CHM 2200C (CY 200) instead of CHM 2210C (CY 211), CHM 2211C (CY 212). For a few schools, no organic chemistry is required, but is recommended.

\*\*\*HES 2121 (HH 230) may be substituted.

\*\*\*\*Psychology recommended by most optometry schools. To reduce total hours, a student may omit the 3 hours of electives.

**COURSE DESCRIPTIONS****Chemistry****CHM 1015 (CY 100) PRINCIPLES OF CHEMISTRY**

An introduction to the principles of chemistry for students who do not need the more intensive courses. Covers the structure of atoms, periodic law, pH, and other important concepts of general chemistry, and progresses through elementary organic chemistry into certain areas of biochemistry. Includes some chemistry relevant to health and the numerous chemical products in use today. Serves as co- or prerequisite for CHM 1015L (CY 105). 3-0-3\*

**CHM 1015L (CY 105) LAB FOR CHM 1015 (CY 100)**

[Co- or prerequisite: CHM 1015 (CY 100)] A study of metric measurements, physical and chemical properties, elements and compounds, and many laboratory techniques and skills. 0-2-1\*

**CHM 1045 (CY 101) GENERAL CHEMISTRY I**

[Co-or prerequisite: MAT 1033 (MS 110) or higher] Includes measurement, atoms and molecules, subatomic particles, ions, chemical formulas and equations, periodicity of the elements, chemical bonds, the gas laws, solids and liquids, changes in state. Mathematical relationships are emphasized. 3-0-3\*

**CHM 1046C (CY 102) GENERAL CHEMISTRY II**

[Prerequisite CHM 1045 (CY 101) or equivalent] Includes free energy, entropy, enthalpy, solutions, electrochemistry, oxidation-reduction reactions, chemical kinetics and equilibrium, and chemical thermodynamics. 3-3-4\*

**CHM 1045C (CY 103) GENERAL CHEMISTRY III**

[Prerequisite CHM 1046C (CY 102)] In-depth discussion of oxygen, hydrogen, metals, non-metals, acids and bases, ionic equilibria, nuclear chemistry and brief introduction to organic chemistry. 3-3-4\*

**CHM 2200C (CY 200) PRINCIPLES OF ORGANIC CHEMISTRY**

[Prerequisites: CHM 1015 (CY 100) and CHM 1015L (CY 105) with "C" or better; or CHM 1045 (CY 101), CHM 1046C (CY 102)] A one-semester course in the fundamentals of organic chemistry with emphasis on the structures and functions of organic compounds, and the chemistry related to polymers, fibers, dyes, pesticides, vitamins, nutrition and metabolism. 3-4-4\*

**CHM 2120C (CY 202) QUANTITATIVE ANALYSIS**

[Prerequisite: CHM 1047C (CY 103) or equivalent] The theory and practice of exact methods of chemical analysis, including volumetric, gravimetric, and an introduction to instrumental methods. 2-6-4\*

**CHM 2210C (CY 211) ORGANIC CHEMISTRY I**

[Prerequisite CHM 1046C (CY 102)] First half of a two-semester sequence, covering fundamental concepts, nomenclature, synthesis and reactions of the many classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. 3-4-4\*

**CHM 2211C (CY 212) ORGANIC CHEMISTRY II**

[Prerequisite: CHM 2210C (CY 211)] Continuation of CHM 2210C (CY 211). 3-4-4\*

\* Lecture-Lab-Credit Hours

**PHYSICS AND PHYSICAL SCIENCE SECTION:****FACULTY:** Dasher (Chairperson), Galbraith, Ramos, R. Robinson, Stoll**MAJORS:** Physics, Geology, Astronomy, Physical Sciences, Meteorology**COURSE PREFIXES:** AST, GLY, PHY, PSC (PH, PS)**PROGRAMS:**

**PHYSICS (A.A. 18-401), PHYSICAL SCIENCES (A.A. 18-405), ASTRONOMY (A.A. 18-402),  
GEOLOGY (A.A. 18-403), METEOROLOGY (A.A. 18-404)**

This physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	(AT 110) . . Art Appreciation . . . . .		3
or			
MUL 1011	(MC 110) . . Music Appreciation . . . . .	(3)	
CHM 1045	(CY 101) . . General Chemistry I . . . . .		3
CHM 1046C	(CY 102) . . General Chemistry II . . . . .		4
ENC 1103	(EH 101) . . Freshman Communications . . . . .		3
ENC 1136	(EH 102) . . Freshman Communications . . . . .		3
FRE 1000	(FH 101) . . Elementary French . . . . .		3
FRE 1101	(FH 102) . . Elementary French . . . . .		3
HES 1000	(HH 101)* . Perspectives on Healthful Living . . . . .		2
MAC 2411	(MS 204) . . Calculus I . . . . .		3
MAC 2412	(MS 205) . . Calculus II . . . . .		3
	(PE) . . . . . Physical Education . . . . .	1	1
		<u>15</u>	<u>17</u>

**SOPHOMORE YEAR**

CHM 1047C	(EH) . . . Literature . . . . .	3
	(CY 103) . . General Chemistry III . . . . .	4
MAC 2413	(MS 206) . . Calculus III . . . . .	4
MAP 2302	(MS 207) . . Differential Equations . . . . .	3
MAS 2103	(MS 209) . . Elementary Linear Algebra . . . . .	3
COP 2110	(MS 210) . . Mathematical Programming . . . . .	2
PHY 2040	(PH 205) . . General Physics with Calculus I . . . . .	4
PHY 2041C	(PH 206) . . General Physics with Calculus II . . . . .	4
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS	(SS 102)** . Political Institutions . . . . .	3
		<u>17</u>
		<u>16</u>

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

**NOTE:** Students planning to go to the University of Florida should take 7 hours of biology.

**COURSE DESCRIPTIONS****Astronomy****AST 1002 (PS 103) DESCRIPTIVE ASTRONOMY**

Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of Astronomy, nebulae, galactic structure. Lectures, discussion and observations. 3-0-3\*

**Geology****GLY 1000 (PS 104) DESCRIPTIVE GEOLOGY**

A study of the materials, structure and surface of Earth and processes which have produced or shaped them. Related laboratory exercises, demonstrations, and local field trips are included. 3-0-3\*

**Physics****PHY 2020C (PH 201) GENERAL PHYSICS I**

[Prerequisite: MAC 1104 (MS 111) or MTB 1321 (TM 103) or MTB 1322 (TM 104)] This course in physics is designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. This is the initial part of a two-term sequence and must be taken before PHY 2021C (PH 202). Topics included are: introduction to scalar and vector quantities, equilibrium, laws of motion, translation and rotation, energy, heat, work general gas law, thermal behavior of matter, wave motion and sound. Emphasis is placed on fundamental concepts and laws of physics with particular attention to application to the environment and daily experience of the average person. [Laboratory PHY 3040L (PH 350)] 3-2-4\*

**PHY 2021C (PH 202) GENERAL PHYSICS II**

[Prerequisite: PHY 2020C (PH 201)] This is the second term of the general physics sequence. Topics studied are: electrostatics, electric current, resistance, electromagnetism, magnetic circuits, electro-magnetic induction, capacitance, alternating current, optics, light, optical instruments, the atom, the photon, matter waves, atoms and valence, quantum numbers applied to the periodic table, radioactivity. [Laboratory PHY 3041L (PH 351)] 3-2-4\*

**PHY 2040C (PH 205) GENERAL PHYSICS WITH CALCULUS I**

[Co-requisite MAC 2411 (MS 204)] This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and physics. Topics included are: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat transfer, change of phase, thermal behavior of gases, and thermo-dynamics. The laboratory portion of the course, PHY 3040L (PH 350), introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data, and laboratory methods. 3-2-4\*

**PHY 2041C (PH 206) GENERAL PHYSICS WITH CALCULUS II**

[Prerequisite: PHY 2040C (PH 205), co-requisite MAC 2412 (MS 205)] This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, electromagnetic induction, capacitance, alternating currents, radiation from circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction, and polarization. The laboratory portion of the course, PHY 3041L (PH 351), is designed to illustrate various phenomena discussed in the lectures. 3-2-4\*

\*Lecture-Lab-Credit Hours

**PHY 2101 (PH 207) MODERN PHYSICS**

[Prerequisite: PHY 2021C (PH 202) or PHY 2041C (PH 206)] Topics included are: special theory of relativity, introductory quantum theory, atomic structure, radiation, nuclear structure, solid state, elementary particles, and plasmas. 3-0-3\*

**PHY 3040L (PH 350) LABORATORY FOR PHY 2020C (PH 201) and PHY 2040C (PH 205)****PHY 3041L (PH 351) LABORATORY FOR PHY 2021C (PH 202) and PHY 2041C (PH 206)**

## Physical Sciences

**PSC 1341 (PS 102) SURVEY OF PHYSICAL SCIENCE II**

[Prerequisite: MGF 1113 (MS 106) or adequate score on placement test] Physical Science I is not a prerequisite for this course. This course is a study of the basic concepts of physics and chemistry (with their application to environmental imperatives). Recommended for students planning to take chemistry and physics who have not had these courses in high school. 3-0-3\*

**PSC 1513 (PS 101) SURVEY OF PHYSICAL SCIENCE I**

This is an introductory course in science including the study of astronomy, meteorology, geology and oceanography. Environmental imperatives such as the earth as an energy system, air pollution, sound pollution, soil and grassland conservation, water supply, demand and pollution are viewed by using physical scientific principles and concepts. No mathematics beyond ratio and proportion and arithmetic is required. There are no science prerequisites. 3-0-3\*

**PSC 1341L (PS 150) PHYSICAL SCIENCE LABORATORY**

[Co- or prerequisite PSC 1341 (PS 102)] The laboratory is a combination of individual work by the student, lecture demonstration by the instructor (for those experiments where advanced operational techniques are necessary for the student, if he is to verify the agreement between theory and practice), and students working together in groups on certain basic principle experiments which involve introductory chemical and physical principles. 0-2-1\*



\* Lecture-Lab-Credit Hours

# **Social Science**

**FACULTY:** Bottosto (Chairperson), Allee, Becherer, Bowser, Dampier, Daugherty, Freedman, Hicks, Kochel, Matthews, Myatt, O'Neill, Payne, Pugh, T. Robinson, Rouse, Salisbury, Yinger

**MAJORS:** Early Childhood Education, Education (Elementary Level), Education (Secondary Level), Geography, Government and Foreign Service, History, Philosophy, Political Science, Pre-Law, Pre-Ministry, Psychology, Social Science, Social Science Teacher, Welfare Worker

**COURSE PREFIXES:** AFA, AMH, ANT, ASN, DEP, EDF, EDP, EEC, GEO, EGC, LAH, MAF, PHI, POS, PSY, REL, SCP, SOC, WOH (EN, GY, HY, PI, PL, PY, RN, SS)

**PROGRAMS:** Social Science is essentially a study of human society — that is, it deals with the relationships of persons as members of a group or groups. Individuals form groups to obtain common goals — in education, religion, recreation, and so on. Since the common wants of mankind are many and varied, the group activities needed to satisfy those wants are correspondingly numerous. As these group activities have come under study, the social sciences have multiplied from a few recognized general studies to many specialized ones, each with numerous subdivisions. The Department of Social Science at Palm Beach Junior College is organized expressly to meet the needs of those students who come from a wide variety of backgrounds and are headed toward a wide variety of professions and occupations. While the major emphasis at Palm Beach Junior College is with programs in general studies, it should be emphasized that the faculty within the Department of Social Science is available to assist those students who express a specific interest within the Department of Social Science.

Accordingly, students are expected to complete the General Education requirements outlined in the section "How to Choose Your Program" and to select those additional courses of special interest to them in meeting the immediate needs, but also the particular requirements for a degree at the senior college of their choice. Academic advisors are assigned to those students who indicate a desire to pursue a program currently offered within the Department of Social Science.

**EARLY CHILDHOOD EDUCATION (A.A. 14-344)**

Because of a growing demand on college campuses throughout the country for programs to prepare teachers in Early Childhood Education, a cooperative program in Early Childhood Education for directors and teachers of public, private, and church-related nursery schools, kindergartens and day-care centers has been developed by Palm Beach Junior College. The program is planned to provide work for teachers in service who do not hold a degree and who have not had necessary training in Early Childhood Education. The program also provides work for teachers who hold degrees, but who are not trained for work with young children.

**FRESHMAN YEAR**

COURSE	TITLE		SEMESTER HOURS CREDIT	
			Fall	Winter
ENC 1103	(EH 101) . . Freshman Communications . . . . .		3	
EDF 1005	(EN 101) . . Introduction to Education . . . . .		3	
EEC 1001	(EN 110) . . Early Childhood Education . . . . .		3	
EEC 2907	(EN 200) . . Directed Observation & Participation I . . . . .		3	
PEL 2041L	(PE 203) . . Recreational Games . . . . .		1	
SOC 1200	(SS 101) . . Social Institutions . . . . .		3	
			16	
ENC 1136	(EH 102) . . Freshman Communications . . . . .		3	
EEC 2908	(EN 210) . . Directed Observation & Participation II . . . . .		3	
HUN 1201	(HE 101) . . Elements of Nutrition . . . . .		3	
DAA 2160L	(PE 108) . . Fundamentals of Interpretive Movement . . . . .		1	
PSY 2012	(PY 201) . . General Psychology . . . . .		3	
POS 1001	(SS 102)* . . Political Institutions . . . . .		3	
			16	

**SOPHOMORE YEAR**

BSC 1012	(BY 100) . . Principles of Biology . . . . .	3
MUT 1001	(MC 103) . . Fundamentals of Music . . . . .	3
EGC 2120	(PY 202) . . Personality Development . . . . .	3
	Electives** . . . . .	6
		15
EEC 2943C	(EN 201) . . Early Childhood Teaching Practicum . . . . .	3
HES 1000	(HH 101)*** Perspectives on Healthful Living . . . . .	2
HES 1400	(HH 103) . . Standard First Aid and Personal Safety . . . . .	1
DEP 2102	(PY 203) . . Child Growth and Development . . . . .	3
MAF 2200	(SS 201) . . Marriage and Family Relationships . . . . .	3
	Elective** . . . . .	3
		15

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*Suggested electives: LIS 1580 (LT 103), PEL 2041L (PE 203), ART 1100 (AT 112), FSS 1112 (HE 110).

# Social Science

## EARLY CHILDHOOD EDUCATION (A.S. 14-342)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3	
EDF 1005	(EN 101) . . Introduction to Education . . . . .	3	
EEC 1001	(EN 110) . . Early Childhood Education . . . . .	3	
EEC 2907	(EN 200) . . Directed Observation & Participation . . . . .	3	
PEL 2041L	(PE 203) . . Recreational Games . . . . .	1	
SOC 1200	(SS 101) . . Social Institutions . . . . .	3	
ENC 1136	(EH 102) . . Freshman Communications . . . . .		3
EEC 2908	(EN 210)** Directed Observation & Participation . . . . .		3
HUN 1201	(HE 101) . . Elements of Nutrition . . . . .		3
DAA 2160L	(PE 108) . . Fundamentals of Interpretive Movement . . . . .		1
PSY 2012	(PY 201) . . General Psychology . . . . .		3
POS 1001	(SS 102)** Political Institutions . . . . .		3
		16	16

### SOPHOMORE YEAR

BSC 1012	(BY 100) . . Principles of Biology . . . . .	3
MUT 1001	(MC 103) . . Fundamentals of Music . . . . .	3
EGC 2120	(PY 202) . . Personality Development . . . . .	3
	Electives* . . . . .	6
EEC 2943C	(EN 201) . . Early Childhood Teaching Practicum . . . . .	3
HES 1000	(HH 101) . . Perspectives on Healthful Living . . . . .	2
HES 1400	(HH 103) . . Standard First Aid and Personal Safety . . . . .	1
DEP 2102	(PY 203) . . Child Growth & Development . . . . .	3
MAF 2200	(SS 201) . . Family Relationships . . . . .	3
	Electives* . . . . .	3
		15
		15

\*Suggested electives: LIS 1580 (LT 103), ART 1100 (AT 112), FSS 1112 (HE 110).

\*\*Prerequisites: EEC 1001 (EN 110), EEC 2907 (EN 200).

## EARLY CHILDHOOD EDUCATION AIDES (Ct. 14-343) (Achievement Certificate Program)

The Early Childhood Education Certificate Program is designed to prepare students professionally for their roles as early childhood teacher aides. Students must complete the thirty hours listed with an overall grade-point average of "C" or better in the program.

### FIRST TERM

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3	
EEC 1001	(EN 110)* . . Early Childhood Education . . . . .	3	
EEC 2907	(EN 200) . . Directed Observation & Participation . . . . .	3	
HUN 1201	(HE 101) . . Elements of Nutrition . . . . .	3	
HES 1000	(HH 101) . . Perspectives on Healthful Living . . . . .	2	
PEL 2041L	(PE 203) . . Recreational Games . . . . .	1	
		15	

### SECOND TERM

EEC 2908	(EN 210)** Directed Observation & Participation . . . . .	3
HES 1400	(HH 103) . . Standard First Aid and Personal Safety . . . . .	1
DAA 2160L	(PE 208) . . Fundamentals of Interpretive Movement . . . . .	1
PSY 2012	(PY 201) . . General Psychology . . . . .	3
DEP 2102	(PY 203) . . Child Growth & Development . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
	Elective*** . . . . .	3
		17

\*EEC 1001 (EN 110) is a prerequisite or co-requisite of EEC 2907 (EN 200).

\*\*Prerequisites: EEC 1001 (EN 110), EEC 2907 (EN 200).

\*\*\*Suggested electives: LIS 1580 (LT 103), ART 1100 (AT 112), FSS 1112 (HE 110).



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Early Learning is a  
photographer's paradise*



#### **EARLY CHILDHOOD EDUCATION (Montessori Specialization)**

COURSE	TITLE	SEMESTER HOURS	CREDIT
EEC 2940 (EN 202) . . .	Montessori Teaching Practicum I . . . . .	3	
EEC 2941 (EN 203) . . .	Montessori Teaching Practicum II . . . . .	3	

Early Childhood majors may also elect to specialize in the Montessori Method. In order to receive the Certificate of Competency in the Montessori Method, an internship period covering two terms will be required for a total of thirty hours.

Students who hold the bachelor's degree or above will be eligible to receive the full teaching certificate in the Montessori Method after satisfactorily completing course EEC 1001 (EN 110), EEC 2907 (EN 200), EEC 2908 (EN 210) and the nine-month internship requirement.

# Social Science

## EDUCATION (ELEMENTARY LEVEL) (A.A. 14-329)

Academic advisement is required within the Social Science Department in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a rearrangement of the program.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000 or MUL 1011	(AT 110) . . Art Appreciation . . . . . (MC 110) . . Music Appreciation . . . . . Science . . . . .	3 (3) 7-8
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
EDF 1005	(EN 101) . . Introduction to Education, . . . . .	3
MGF 1113	(MS 106)* . General Education Math I . . . . . (PE) . . . Physical Education . . . . .	3 2
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)** . Political Institutions . . . . .	3
		33-34

### SOPHOMORE YEAR

(EH) . . .	Literature . . . . .	6
EDF 2604	(EN 299) . . Social Foundations of Education . . . . .	3
GEO 1010	(GY 101) . . Principles of Geography & Conservation . . . . .	3
HES 1000	(HH 101)*** Perspectives on Healthful Living . . . . .	2
WOH 1012	(HY 101) . . Ancient & Medieval Civilizations . . . . .	3
WOH 1022	(HY 102) . . Modern Civilizations . . . . .	3
PSY 2012	(PY 201) . . General Psychology . . . . .	3
DEP 2102	(PY 203)* . Child Growth and Development . . . . . Electives**** . . . . .	3 5-6
		31-32

\*These courses satisfy basic certification requirements for teaching in Florida. They may, however, be acceptable only as electives to some state colleges and universities to which the student may transfer.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*\*HES 2121 (HH 230) may be substituted.

\*\*\*\*Suggested electives: Foreign Languages, PHI 1100 (LC 101), EGC 2120 (PY 202).

## PRE-LAW (A.A. 14-332)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . Freshman Communications . . . . .	3
MGF 1113	(MS 106) . . General Education Math I . . . . . (PE) . . . Physical Education . . . . .	3 2
SPC 1600	(SP 101) . . Fundamentals of Speech . . . . .	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3
POS 1001	(SS 102)* . Political Institutions . . . . . Science . . . . . Foreign Language . . . . .	3 7-8 6
		33-34

**SOPHOMORE YEAR**

ARH 1000	(AT 110) . . . Art Appreciation . . . . .	3
or		
MUL 1011	(MC 110) . . . Music Appreciation . . . . .	(3)
	(EH) . . . Literature . . . . .	6
HES 1000	(HH 101)** Perspectives on Healthful Living . . . . .	2
AMH 2010	(HY 201) . . . U.S. History to 1865 . . . . .	3
AMH 2020	(H 202) . . . U.S. History from 1865 to Present . . . . .	3
PHI 1100	(LC 101) . . . Art of Thinking . . . . .	3
POS 2041	(PL 201) . . . American National Government . . . . .	3
	Foreign Language . . . . .	6
		<hr/>
		29

\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

\*\*HES 2121 (HH 230) may be substituted.

**PRE-MINISTRY AND PHILOSOPHY (A.A. 14-334)****FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
BSC 1012	(BY 100) . . . Principles of Biology . . . . .	3
BSC 1012L	(BY 105) . . . Principles of Biology Laboratory . . . . .	1
ENC 1103	(EH 101) . . . Freshman Communications . . . . .	3
ENC 1136	(EH 102) . . . Freshman Communications . . . . .	3
HES 1000	(HH 101)* . . . Perspectives on Healthful Living . . . . .	2
MUL 1011	(MC 110) . . . Music Appreciation . . . . .	3
MGF 1113	(MS 106) . . . General Education Math I . . . . .	3
PEL 1011L	(PE 101) . . . Team Activities for Men . . . . .	1
PEL 2041L	(PE 203) . . . Recreational Games (Co-ed) . . . . .	1
PHI 1000	(PI 101) . . . Introduction to Philosophy . . . . .	3
REL 1210	(RN 101) . . . Old Testament . . . . .	3
SOC 1200	(SS 101) . . . Social Institutions . . . . .	3
	Foreign Language . . . . .	6
		<hr/>
		35

**SOPHOMORE YEAR**

ENL 2015	(EH 201) . . . English Literature to 1660 . . . . .	3
PEN 2113L	(PE 207) . . . Senior Life Saving (Co-ed) . . . . .	1
POS 2041	(PL 201) . . . American National Government . . . . .	3
PSC 1513	(PS 101) . . . Survey of Physical Science I . . . . .	3
PSY 2012	(PY 201) . . . General Psychology . . . . .	3
REL 1243	(RN 102) . . . New Testament . . . . .	3
REL 2300	(RN 201) . . . Religions of the World . . . . .	3
SPC 1600	(SP 101) . . . Fundamentals of Speech . . . . .	3
	Foreign Language . . . . .	6
	Electives** . . . . .	3
		<hr/>
		31

\*HES 2121 (HH 230) may be substituted.

\*\*Recommended electives: MAF 2200 (SS 201), EGC 2120 (PY 202), PHI 1600 (PI 102)

# Social Science

## EDUCATION (SECONDARY LEVEL) (A.A.)

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his counselor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

**GENERAL SOCIAL SCIENCE (A.A. 14-326)<sup>1</sup>; GEOGRAPHY (A.A. 14-336)<sup>2</sup>; GOVERNMENT-FOREIGN SERVICE (A.A. 14-335)<sup>3</sup>; HISTORY (A.A. 14-327)<sup>4</sup>; POLITICAL SCIENCE (A.A. 14-339)<sup>5</sup>; SOCIAL SCIENCE TEACHER (A.A. 14-328)<sup>6</sup>; WELFARE WORKER (A.A. 14-330) ANTHROPOLOGY (A.A. 14-324); SOCIOLOGY (A.A. 14-325)**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
ARH 1000 or MUL 1011	(AT 110) .. Art Appreciation .....		3
ENC 1103	(MC 110) .. Music Appreciation .....	(3)	
ENC 1136	(EH 101) .. Freshman Communications .....		3
	(EH 102) .. Freshman Communications .....		3
	(EH) .. Literature .....		3
HES 1000	(HH 101)* .. Perspectives on Healthful Living .....		2
MGF 1113	(MS 106) .. General Education Math I .....		3
STA 2014	(MS 208) .. Statistics .....		3
	(PE) .. Physical Education .....		2
SOC 1200	(SS 101) .. Social Institutions .....		3
POS 10001	(SS 102)** .. Political Institutions .....		3
	Science .....		7-8
	Foreign Languages — Spanish, French .....		12
	Electives .....		15
			62-63

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

1. Recommended electives: ECO 2103 (BA 204), WOH 1012 (HY 101), WOH 1022 (HY 102), PHI 1000 (PI 101), GEO 1010 (GY 101), PSY 2012 (PY 201), SPC 1600 (SP 101), ANT 2000 (SS 203), SOC 2000 (SS 207), AFA 2000 (SS 215).
2. Recommended electives: GEO 1010 (GY 101), WHO 1012 (HY 201), WOH 1022 (HY 102), PSY 2012 (PY 201), MAC 1104 (MS 111), MAC 1144 (MS 121), ETC 2321C (CL 211), ETC 2323C (CL 212), ETC 2326C (CL 213), ETD 2121C (CL 220), ETC 2339C (CL 230), ECO 2013 (BA 204), ECO 2023 (BA 205).
3. Recommended electives: ART 1201C (AT 101), WOH 1012 (HY 101), WOH 1022 (HY 102), AMH 2010 (HY 201), AMH 2020 (HY 202), LAH 2130 (HY 211), LAH 2131 (HY 212), GEO 1010 (GY 101), POS 2041 (PL 201), POS 2112 (PL 202), ECO 2013 (BA 204), LIT 2215 (EH 203), LIT 2224 (EH 204), ANT 2000 (SS 203), SOC 2000 (SS 207), AFA 2000 (SS 215).
4. Recommended electives: WOH 1012 (HY 101), WOH 1022 (HY 102), AMH 2010 (HY 201), AMH 2020 (HY 202), LAH 2130 (HY 211), LAH 2131 (HY 212), GEO 1010 (GY 101), REL 2300 (RN 201), POS 2041 (PL 201), ANT 2000 (SS 203), SOC 2000 (SS 207), AFA 2000 (SS 215).
5. Recommended electives: WOH 1012 (HY 101), WOH 1022 (HY 102), AMH 2010 (HY 201), AMH 2020 (HY 202), GEO 1010 (GY 101), ECO 2013 (BA 204), PHI 1000 (PI 101), ANT 2000 (SS 203), SOC 2000 (SS 207), AFA 2000 (SS 215).
6. Recommended electives: WOH 1012 (HY 101), WOH 1022 (HY 102), GEO 1010 (GY 101), AMH 2010 (HY 201), AMH 2020 (HY 202), ECO 2013 (BA 204), POS 2041 (PL 201), POS 2112 (PL 202), CCJ 1100 (PO 100), PSY 2102 (PY 201), DEP 2102 (PY 203), EDF 1005 (EN 101), SPC 1600 (SP 101), SOC 2020 (SS 210), ANT 2000 (SS 203), SOC 2000 (SS 207), AFA 2000 (SS 215).

7. Recommended electives: ECO 2013 (BA 204), ECO 2023 (BA 205), WOH 1012 (HY 101), WOH 1022 (HY 102), MAF 2200 (SS 201), POS 2112 (PL 202), CCJ 1100 (PO 100), PSY 2012 (PY 201), EGC 2120 (PY 202), DEP 2102 (PY 203), PHI 1000 (PI 101), FSS 1210C (HE 102), CTE 1310C (HE 106), AMH 2010 (HY 201), AMH 2020 (HY 202), POS 2041 (PL 201), SPC 1600 (SP 101), SOC 2020 (SS 210), ANT 2000 (SS 203), SOC 2000 (SS 207), AFA 2000 (SS 215).

**NOTE:** Senior college choice may necessitate some changes, including a rearrangement of the program.

### PSYCHOLOGY – (A.A. 14-331)

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1103	(EH 101) . . Freshman Communications . . . . .	3	
ENC 1136	(EH 102) . . Freshman Communications . . . . .		3
HES 1000	(HH 101)* . Perspectives on Healthful Living . . . . .	2	
	Science . . . . .		4
MGF 1113	(MS 106) . . General Education Math I . . . . .	3-4	
	(PE) . . . . . Physical Education . . . . .	1	1
PSY 2012	(PY 201) . . General Psychology . . . . .		3
	Foreign Language . . . . .	3	3
SOC 1200	(SS 101) . . Social Institutions . . . . .	3	
		15-16	17

#### SOPHOMORE YEAR

ARH 1000 or MUL 1011	(AT 110) . . Art Appreciation . . . . .	3	
	(MC 110) . . Music Appreciation . . . . .	(3)	
	(EH) . . . . . Literature . . . . .		3
STA 2014	(MS 208) . . Statistics . . . . .		3
EGC 2120	(PY 202) . . Personality Development . . . . .	3	
DEP 2102	(PY 203) . . Child Growth & Development . . . . .		3
POS 1001	(SS 102)** . Political Institutions . . . . .	3	
	Foreign Language . . . . .	3	3
	Electives . . . . .	3	3
		15	15

\*HES 2121 (HH 230) may be substituted.

\*\*POS 2041 (PL 201) or AMH 2010 (HY 201) may be substituted.

## COURSE DESCRIPTIONS

### Afro-American Studies

#### AFA 2000 (SS 215) INTRODUCTION TO AFRO-AMERICAN STUDIES

This course is concerned with the history of the Afro-American with emphasis on his origins, enslavement subculture, and his struggle for civil rights and human dignity. Special emphasis is placed upon the continuing problems of discrimination and racism in modern American life. 3-0-3\*

\*Lecture-Lab-Credit Hours

## **Social Science**

### **American History**

#### **AMH 2010 (HY 201) UNITED STATES HISTORY TO 1865**

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the thirteen English colonies, an intensive study of the Constitution of the United States, and the early national period of the United States to the end of the Civil War. 3-0-3\*

#### **AMH 2020 (HY 202) UNITED STATES HISTORY FROM 1865 TO THE PRESENT**

A continuation of AMH 2010 (HY 201), this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political and cultural movements and forces. 3-0-3\*

## **Anthropology**

#### **ANT 2000 (SS 203) INTRODUCTION TO ANTHROPOLOGY**

[Prerequisite: SOC 1200 (SS 101)] This course provides an introduction to the functional study of man; concepts of human development, pre-history, culture, comparison in human variation, structure and function in social organization, synthesis of biological, cultural and social factors. 3-0-3\*

## **Developmental Psychology**

#### **DEP 2102 (PY 203) CHILD GROWTH AND DEVELOPMENT**

[Prerequisite: PSY 2012 (PY 201)] Stressing the developing self of the child, this course explores the physiological, social, emotional, and intellectual natures of children. It includes a survey of problematic behavior and the application of principles and achievements in the field of psychology as these contribute to the personal development and general welfare to the individual child. Observations of children from the pre-school level through high school are included. 3-0-3\*

## **Education: Foundations**

#### **EDF 1005 (EN 101) INTRODUCTION TO EDUCATION (Teaching)\*\***

An introduction to the nature of teaching in the public schools of the United States. Topics included are: planning and preparation for teaching; roles and the responsibilities of teachers; relationship between schools and society; organization, financing and control of public schools; historical perspectives; and the aims and objectives of education as a social institution. 3-0-3\*

#### **EDF 2604 (EN 299) SOCIAL FOUNDATIONS OF EDUCATION**

[This course is part of the sequence of courses students planning to complete their studies at Florida Atlantic University should take. Other students are advised to seek approval of their probable senior institution before enrolling — same as FAU ED 302] A study of the contributions of philosophical, historical, and sociological bases of education and their implications for curriculum development and methods of instruction. An analysis of educational problems, issues and innovations is included. A research project with continuing significance for the student must be undertaken. 3-0-3\*

## **Educational Psychology**

#### **EDP 2002 (PY 204) EDUCATIONAL PSYCHOLOGY**

[Prerequisite: PSY 2012 (PY 201) or permission of the instructor] This course is specifically designed to aid the classroom teacher in gaining an understanding of the

\*Lecture-Lab-Credit Hours

basic psychological principles which will place him in a favorable position in dealing with the varied problems in a classroom situation. It particularly emphasizes the intellectual, social, emotional and physical factors of growth and development as these relate to the learning process. Offered in evening only. 3-0-3\*

**\*\*NOTE:** The following will apply to ALL students enrolling in Palm Beach Junior College who plan to complete professional programs in Teacher Education at Florida Atlantic University leading to certification to teach in Florida.

EDF 1005 (EN 101) Introduction to Education (Teaching)

SPC 1600 (SP 101) Beginning Speech

PSY 2012 (PY 201) General Psychology

DEP 2102 (PY 203) Child Growth and Development

EDF 2604 (EN 299) Social Foundations of Education

## **Education: Early Childhood**

### **EEC 1001 (EN 110) EARLY CHILDHOOD EDUCATION**

This course provides an intensive investigation of the various theories, philosophies, programs and methods in Early Childhood Education. Major emphasis is given to the Montessori philosophy, its relevance to current early learning theories, and the enhancement of learning experiences for pre-school and primary children. 3-0-3\*

### **EEC 2907 (EN 200) EARLY CHILDHOOD DIRECTED OBSERVATION AND PARTICIPATION I**

[Co- or prerequisite EEC 1001 (EN 110)] This course will introduce the student to Montessori and other early-learning materials. Opportunities to observe the demonstration of materials and student practice with these materials with the early learner in a variety of instructional settings will be provided. 3-0-3\*

### **EEC 2940 (EN 202) MONTESSORI TEACHING PRACTICUM I**

This course is designed to give the student actual teaching experience in an approved Montessori classroom. The student will be working under the supervision of an instructor who is an approved cooperating Montessori teacher during his internship. 0-15-3\*

### **EEC 2943C (EN 201) EARLY CHILDHOOD TEACHING PRACTICUM**

This course is designed to give the student actual teaching experience in an approved Early Childhood Education Center. The student will be working under the supervision of a college instructor and an approved cooperating teacher during his internship. 1-6-3\*

### **EEC 2941 (EN 203) MONTESSORI TEACHING PRACTICUM II**

This course is a continuation of EEC 2940 (EN 202). 0-15-3\*

### **EEC 2908 (EN 210) EARLY CHILDHOOD DIRECTED OBSERVATION AND PARTICIPATION II**

[Prerequisite EEC 1001 (EN 110), EEC 2907 (EN 200). This course is a continuation of EEC 2907 (EN 200)]. 3-0-3\*

## **Geography – Systematic**

### **GEO 1010 (GY 101) PRINCIPLES OF GEOGRAPHY AND CONSERVATION**

This course attempts to identify and explore the many ways that men and nature affect each other from place to place. The places covered include Florida, the Polar World, Europe, and Anglo-America. Wise resource use or conservation is emphasized. 3-0-3\*

\*Lecture-Lab-Credit Hours

## Social Science

### Guidance and Counseling

#### **EGC 2120 (PY 202) PERSONALITY DEVELOPMENT AND ADJUSTMENT**

[Prerequisite: PSY 2012 (PY 201)] This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then a variety of reactions to the inevitable psychological problems encountered throughout life are explored, the application of psychological principles utilizes techniques of self-management in relationship to personal assessment, sensitivity to the needs of others, and effective adjustment. 3-0-3\*

## Latin American History

#### **LAH 2130 (HY 211) LATIN AMERICAN HISTORY – COLONIAL PERIOD**

This course surveys the social, political, economic, and military background of Latin America. Beginning with the pre-Colombian era, it proceeds through the discoveries, conquests, and colonization of the continent. Emphasis is placed upon the cultural background of Latin America and the role played by Western European institutions in its development. 3-0-3\*

#### **LAH 2131 (HY 212) LATIN AMERICAN HISTORY – NATIONAL PERIOD**

This course begins with the background of the wars for independence and proceeds to present day Latin America. It surveys the histories of the countries of Latin America, dealing with political, diplomatic, social, and economic forces which shaped these cultures. Emphasis is placed upon the development of governmental institutions and the emerging democratic forces. 3-0-3\*

## Marriage and Family

#### **MAF 2200 (SS 201) MARRIAGE AND FAMILY RELATIONSHIPS**

This course deals with the problems which are likely to be encountered by young married people in determining family goals, planning and budgeting the use of money, planning and preparing for children and for creating a satisfying family life. 3-0-3\*

## Philosophy

#### **PHI 1000 (PI 101) INTRODUCTION TO PHILOSOPHY (Taught in Social Science Dept.)**

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. 3-0-3\*

#### **PHI 1100 (LC 101) THE ART OF THINKING (Taught in Communications Department)**

The principal objects of this course are to help the student think with more accuracy, clarity and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3\*

#### **PHI 1600 (PI 102) ETHICS (Taught in Social Science Department)**

This course involves a rigorous and systematic inquiry into man's moral behavior with the purpose of discovering the rules that ought to govern human action and the goals that are worth seeking in human life, using ethics as a science of conduct. 3-0-3\*

\* Lecture-Lab-Credit Hours

## Political Science

### **POS 1001 (SS 102) POLITICAL INSTITUTIONS**

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3-0-3\*

### **POS 2041 (PL 201) AMERICAN NATIONAL GOVERNMENT**

This course strives to develop an understanding and appreciation of the political institutions of the United States. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and social opinion and other forces which influence the process of government. 3-0-3\*

### **POS 2112 (PL 202) AMERICAN STATE AND LOCAL GOVERNMENT**

A continuation of the study of the government of the United States, this course emphasizes the role of the national administration, our federal system as it relates to state governments, including taxation problems, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, government regulations, operation of public utilities and public planning. 3-0-3\*

## Psychology

### **PSY 2012 (PY 201) GENERAL PSYCHOLOGY**

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group differences, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3-0-3\*

## Religion

### **REL 1210 (RN 101) THE OLD TESTAMENT**

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 3-0-3\*

### **REL 1243 (RN 102) THE NEW TESTAMENT**

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study and the instructor's notes. 3-0-3\*

### **REL 2300 (RN 201) INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD**

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduism, Judaism, Shinto, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3-0-3\*

\* Lecture-Lab-Credit Hours

## **Social Science**

### **Social Psychology**

#### **SOP 2740 (PY 200) FEMINIST PSYCHOLOGY**

This course, focusing upon the historical and current roles of women, will emphasize psycho-social processes; sex-role stereotyping, discriminatory practices, sexism, men's liberation, the women's movement, and resources for maximizing human potential. An experiential approach is used in encouraging student exploration of current attitudes, interests, and aspirations as a way of stimulating and facilitating personal growth and self-awareness through interaction with others. 3-0-3\*

## **Sociology**

#### **SOC 1200 (SS 101) SOCIAL INSTITUTIONS**

This course explores the biological, psychological and social nature of man, including a study of man's participation in the multiplicity of social groups. The forces and factors that produce patterns of group life are examined with special emphasis on such basic American institutions as marriage and the family, education, recreation, religion, aesthetics and business. 3-0-3\*

#### **SOC 2000 (SS 207) INTRODUCTION TO SOCIOLOGY**

[Prerequisite: SOC 1200 (SS 101) or permission of department chairperson] This course provides an introduction to the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships, and the effects of social life on human personality and behavior. 3-0-3\*

#### **SOC 2020 (SS 210) AMERICAN SOCIAL PROBLEMS**

[Prerequisite: SOC 1200 (SS 101) or permission of the department chairperson] This course explores some of the major social problems now confronting American society — such as mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations, and related ethnic problems. The course attempts to establish criteria by which the educated layman can judge the probable effectiveness of various techniques of intervention for social improvement. Emphasis is given to current social problems of pressing concern in the area of South Florida. 3-0-3\*

## **World History**

#### **WOH 1012 (HY 101) ANCIENT AND MEDIEVAL CIVILIZATIONS**

This course delves into the theories of historical causation, the origin of life upon our planet and the emergence of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3-0-3\*

#### **WOH 1022 (HY 102) MODERN CIVILIZATIONS**

A continuation of WOH 1012 (HY 101), this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3\*

#### **ASN 2000 (SS 220) ASIAN STUDIES**

This course provides for the comprehensive study of the development of the modern Soviet State and the Chinese Peoples Republic, and includes familiarization with Russian and Chinese culture, history, and government. The course also traces the movement and development of Russian and Chinese communism, including political theories and practices, social implications, the conduct of foreign affairs and associated programs and techniques in current world affairs. 3-0-3\*

\* Lecture-Lab-Credit Hours

# Index

## A

Absence . . . . .	65
Absence from Examination . . . . .	65
Academic Advisement . . . . .	39
Academic Difficulty . . . . .	66
Acceptance . . . . .	51
Accounting . . . . .	98
Accreditation . . . . .	32
Administrative Officers . . . . .	3
Admission . . . . .	46
Admissions, Early . . . . .	47
Admission Procedures . . . . .	51
Advanced Placement . . . . .	47
Advertising Design . . . . .	85
Advisors, Academic . . . . .	39
Aerospace Technology . . . . .	141
Aerospace Technology Fees . . . . .	56
Agriculture, (Plant Sciences) . . . . .	211
Air Conditioning and Refrigeration Specialists . . . . .	148
Air Conditioning Technology . . . . .	140
Alternate or Second Degrees . . . . .	75
Anthropology . . . . .	230
Architecture . . . . .	86
Art Department . . . . .	85
Art Education . . . . .	87
Art History . . . . .	88
Assemblies . . . . .	37
Assistantship, Students . . . . .	42
Associate in Arts . . . . .	72
Associate in Arts List . . . . .	79
Associate in Science . . . . .	71
Associate in Science List . . . . .	81
Astronomy . . . . .	221
Athletics . . . . .	37
Attendance . . . . .	64
Audiology . . . . .	122
Auditors, (non-credit students) . . . . .	64

## B

Bacteriology . . . . .	209
Band, Concert . . . . .	44, 184
Banking . . . . .	98
Beachcomber . . . . .	44
BEOG (Basic Educational Opportunity Grant) . . . . .	41
Biology Section . . . . .	209
Biology, General . . . . .	210
Biology Teacher . . . . .	209
Board of Trustees . . . . .	3
Building Construction . . . . .	150
Building Construction Management . . . . .	142
Building Officials and Inspectors Program . . . . .	143
Bus Service . . . . .	40
Business Administration . . . . .	98
Business, (A.S.), Program List . . . . .	81
Business Department . . . . .	97
Business, General . . . . .	104
Business Education Teacher . . . . .	99

## C

Cafeteria . . . . .	40
Calendar . . . . .	4
Campuses . . . . .	33
Campus Map . . . . .	inside back cover

## Career Information and Study

Center . . . . .	39
Center for Early Learning Fees . . . . .	60
Ceramics . . . . .	94
Certificate Programs . . . . .	70
Chemistry . . . . .	216
Chemistry Section . . . . .	216
Chemistry Teacher . . . . .	216
Choir, Concert . . . . .	44, 184
CLEP . . . . .	47
Clerical Practice . . . . .	100
Clothing and Textiles . . . . .	101
Clubs, Service . . . . .	44
Clubs, Social . . . . .	44
Clubs, Student . . . . .	44
College Level Examination Program . . . . .	47
College Reading Center . . . . .	37
Commercial Graphic Arts Tech . . . . .	85
Communications . . . . .	120
Community Instructional Services . . . . .	36
Community Services . . . . .	35
Computer Operator . . . . .	132
Computer Science . . . . .	130
Computer Technology . . . . .	129
Concert Band . . . . .	44, 184
Concert Choir . . . . .	44, 184
Conservation . . . . .	209
Construction, Building . . . . .	150
Contents . . . . .	2
Continuing Education . . . . .	35
Corrections . . . . .	164
Corrections Certificate . . . . .	165
Correspondence Courses . . . . .	68
Costs . . . . .	56
Counseling . . . . .	38, 75
Counseling, Academic . . . . .	39
Counseling, Evening . . . . .	39
Creative Writing . . . . .	120
Credits, Maximum . . . . .	66
Credits, Military Service . . . . .	48
Curriculum, Choice of . . . . .	69

## D

Data Processing Department . . . . .	129
Dean's List . . . . .	66
Degrees . . . . .	71, 72
Degrees, Alternate of Second . . . . .	75
Delinquents Accounts . . . . .	61
Dental Assisting . . . . .	136
Dental Health Services Department . . . . .	134
Dental Health Services Admission . . . . .	54
Dental Hygiene . . . . .	134
Dental Lab Technology . . . . .	135
Departmental and Special Course Examinations . . . . .	48
Departments and Majors List . . . . .	76
Design, Interior . . . . .	90
Dietary Technology . . . . .	103
Diploma, High School . . . . .	46
District Board of Trustees . . . . .	3
Dormitories (none) . . . . .	40
Drafting and Design Technology . . . . .	144

# Index

Drafting Specialist . . . . .	149	Graphic Arts . . . . .	85	
Drama — Speech . . . . .	121	H		
Dual College Enrollment . . . . .	55	Handicapped Students . . . . .	55	
Dual Enrollment . . . . .	46	Health Education . . . . .	195	
<b>E</b>				
Early Childhood Education . . . . .	225, 227	Health Services Form . . . . .	51	
Early Childhood Education Aides . . . . .	226	Health Services, Student . . . . .	39	
Economics . . . . .	98	High School Equivalency . . . . .	46	
Education, (see subject or field, i.e., business teacher, chemistry teacher, elementary teacher, etc.)		History . . . . .	230	
Education (Elementary Level) . . . . .	226	History, PBJC . . . . .	36	
Education (Secondary Level) . . . . .	230	Home Economics, General . . . . .	104	
Electrical Distribution Technology . . . . .	145	Home Economics Teacher . . . . .	101	
Electronics Technology . . . . .	146	Honorary Organizations . . . . .	43	
Elementary Teacher . . . . .	226	Hotel-Food Service . . . . .	103	
Emeritus Faculty . . . . .	19	Hotel Management . . . . .	105	
Engineering . . . . .	150	Hours, Maximum . . . . .	66	
Engineering Technology Department . . . . .	140	Housing . . . . .	39	
English . . . . .	120	I		
English Teacher . . . . .	120	Incomplete Grades . . . . .	66	
Enrollment, Dual . . . . .	46	In-State Fee . . . . .	56	
Equivalency Diploma, High School . . . . .	46	Incomplete Work . . . . .	66	
Evening Classes . . . . .	35	Industrial Arts . . . . .	151	
Executive Secretary . . . . .	100	Insurance . . . . .	98	
<b>F</b>				
Faculty . . . . .	7	Insurance, Student . . . . .	40	
Fall Term Calendar . . . . .	4	Intercollegiate Athletics . . . . .	37	
Fashion . . . . .	102	Interior Design . . . . .	90	
Fashion Merchandising . . . . .	105	Interior Design, Tech . . . . .	90	
Federal Education Benefits . . . . .	62	International Trade . . . . .	98	
Fees . . . . .	56	Intramural . . . . .	37	
Fees, Special . . . . .	56	J		
Financial Aid, Student . . . . .	41	Jazz Ensemble . . . . .	44, 184	
Fine Arts . . . . .	88	Job Placement . . . . .	40	
Fire Science . . . . .	147	Journalism . . . . .	101	
Food Service . . . . .	40	L		
Food Service Management . . . . .	103	Lab Fees . . . . .	57	
Foreign Languages . . . . .	120	Land Surveying . . . . .	148	
Foreign Language Teacher . . . . .	120	Law Enforcement . . . . .	162	
Foreign Service . . . . .	230	Law Enforcement, Corrections, Security and Loss Prevention Dept. . . . .	162	
Foreign Students . . . . .	49	Law Enforcement Certificate . . . . .	163	
French . . . . .	125	Law Enforcement Education Pro- gram (LEEP) . . . . .	41	
Freshman . . . . .	64	Legal Secretary . . . . .	100	
<b>G</b>				
Galleon . . . . .	44	Letter of Acceptance . . . . .	51	
General Biology . . . . .	209	Liberal Arts . . . . .	120	
General Business . . . . .	104	Librarian, . . . . .	171	
General Education Requirements, A.S. . . . .	71	Library Dept . . . . .	170	
General Education Requirements, A.A. . . . .	72	Library Technology . . . . .	170	
General Home Economics . . . . .	104	Loans . . . . .	42	
Geography . . . . .	230	LPN to RN Program . . . . .	187	
Geology . . . . .	221	LPN to RN Program, Admissions . . . . .	53	
G.I. Benefit . . . . .	62	M		
Glades, PBJC . . . . .	33	Major Field Undecided . . . . .	75	
Government and Foreign Service . . . . .	230	Majors . . . . .	76-81	
Grade Reports . . . . .	66	Management . . . . .	98	
Grading . . . . .	65	Management, Hotel . . . . .	105	
Graduation Sophomore Scholarships . . . . .	42	Marine Biology . . . . .	209	
Graduation Certificate . . . . .	46	Marketing, Sales . . . . .	105	
Graduation Fee . . . . .	56	Mathematician . . . . .	172	
Graduation Requirements . . . . .	73	Mathematics Department . . . . .	172	
Graduation Requirements, A.A. . . . .	72	Mathematics Teacher . . . . .	173	
Graduation Requirements, A.S. . . . .	71	Math Learning Center . . . . .	173	

Medical Secretary . . . . .	100
Mental Health Technology . . . . .	199
Merchandising (Retailing) . . . . .	221
Meteorology . . . . .	221
Military Service Credits . . . . .	48
Music . . . . .	177
Music Department . . . . .	177
Music Education . . . . .	177
Music Fees . . . . .	57
Music Organizations . . . . .	44, 184
<b>N</b>	
Newspaper, Student . . . . .	44
Non-credit Fees . . . . .	61
Non-credit Offerings . . . . .	35
Non-credit Students . . . . .	64
Non-Degree Programs . . . . .	70
Non-Florida Students . . . . .	64
North, PBJC . . . . .	34
Nursing . . . . .	186
Nursing, Admission . . . . .	52
Nursing Department . . . . .	186
<b>O</b>	
Occupational Therapy . . . . .	200
Occupational Therapy Assistant . . . . .	201
Office Staff . . . . .	21
Orchestra, Concert . . . . .	44, 184
Organizations, Honorary . . . . .	43
Organizations, Student Body . . . . .	43
Orientation . . . . .	38
Other Administrative Professional Staff . . . . .	20
Out-of-State Fees . . . . .	56
Out-of-State Students . . . . .	64
<b>P</b>	
Pacesetters . . . . .	44
Palm Beach Junior College District . . . . .	33
PBJC Central . . . . .	33
PBJC Glades . . . . .	33
PBJC North . . . . .	34
PBJC South . . . . .	34
Part-Time Instructors . . . . .	18
Personnel Services, Student . . . . .	38
Phi, Rho Pi . . . . .	43
Phi Theta Kappa . . . . .	43
Philosophy . . . . .	191
Philosophy, PBJC . . . . .	31
Photography . . . . .	42
Physical Education . . . . .	229
Physical Education and Recreation Department . . . . .	181
Physical Education Fees . . . . .	57
Physical Sciences . . . . .	221
Physical Therapy . . . . .	202
Physics . . . . .	221
Physics and Physical Science Section . . . . .	221
Placement, Advanced . . . . .	47
Placement, Job . . . . .	40
Placement Tests . . . . .	38, 51
Plant Sciences (Agriculture) . . . . .	211
Points, Quality . . . . .	65
Police, (Law Enforcement) . . . . .	162
Policies . . . . .	66
Political Science . . . . .	230
Popular Music and Jazz . . . . .	178
Popular Music and Jazz Certificate . . . . .	179
<b>Q</b>	
Quality Points . . . . .	65
<b>R</b>	
Radiological Tech . . . . .	203
Reactivated Students . . . . .	55
Reading Center . . . . .	37
Reading Improvement . . . . .	37
Real Estate . . . . .	98
Recreation Courses . . . . .	192
Refrigeration Technology . . . . .	140
Refunds . . . . .	61
Regular Students . . . . .	64
Regulations Changes . . . . .	50, 68
Regulations, General . . . . .	45
Related Health Programs . . . . .	195
Repeated Courses . . . . .	68
Reports, Grade . . . . .	66
Resident Student . . . . .	64
Retailing . . . . .	98
Retail Sales — Clerical . . . . .	106
<b>S</b>	
Sales and Marketing . . . . .	105
Scholarships and Grants . . . . .	41
Science Department . . . . .	209
Science Education . . . . .	209
Second Degrees . . . . .	75
Secretary, Executive . . . . .	100
Secretary, Medical . . . . .	100
Security (A.S.) . . . . .	166
Security and Loss Prevention . . . . .	166
Security and Loss Prevention Certificate Program . . . . .	166
Senior Citizens . . . . .	55
Senior Citizens Fee . . . . .	60
Service, Clubs . . . . .	44
Service Credits . . . . .	48
Short Course Fees . . . . .	61
Sigma Epsilon Mu . . . . .	43
Sigma Phi Alpha . . . . .	43
Social Clubs . . . . .	44
Social Science . . . . .	230
Social Science Department . . . . .	224
Social Science Teacher . . . . .	230
Social Security Benefit . . . . .	63
Sociology . . . . .	230
South, PBJC . . . . .	34
Sophomore . . . . .	64
Spanish . . . . .	127
Special Course Examinations . . . . .	48
Special Fees . . . . .	56
Special Interest Groups . . . . .	44
Special Students . . . . .	64

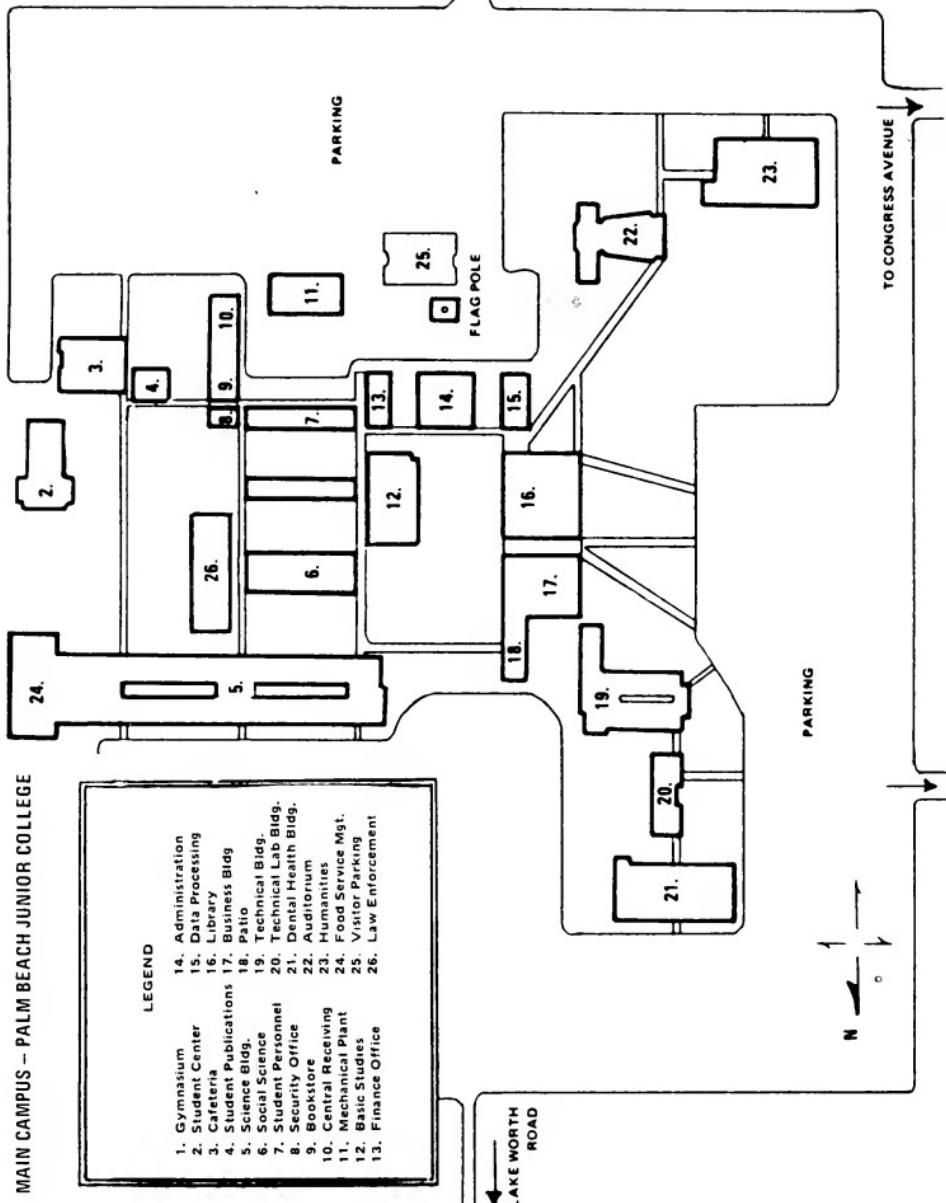
# Index

Specialized, Business, Technical, Professional Program List . . . . .	81
Specialized Programs, Admission . . . . .	51
Specialized Programs, List . . . . .	81
Speech — Drama . . . . .	121
Speech Pathology . . . . .	122
Sports . . . . .	37
Spring Term Calendar 76-77 . . . . .	4
Spring Term Calendar 77-78 . . . . .	6
Stenographic . . . . .	107
Student Activities . . . . .	37
Student Activities Fee . . . . .	61
Student Assistantships . . . . .	42
Student Auditors (non-credit) . . . . .	64
Student Body Organizations . . . . .	43
Student Classifications . . . . .	63
Student Clubs . . . . .	44
Student Conduct . . . . .	66
Student Financial Aid . . . . .	41
Student Government . . . . .	43
Student Handbook . . . . .	40
Student Health Services . . . . .	39
Student Load . . . . .	66
Student Loans . . . . .	42
Student Personnel Services . . . . .	38
Student Publications . . . . .	44
Student Records . . . . .	66
Student, Regular . . . . .	64
Student Residence Classification . . . . .	63
Student, Foreign . . . . .	49
Students, Handicapped . . . . .	55
Student, Special . . . . .	64
Surveying, Land . . . . .	148
Surveyor's Aid Certificate . . . . .	149
T	
Teacher (see subject or field, i.e. business teacher, chemistry teacher, elementary teacher, etc.)	
Technical Program List . . . . .	81
Trade, International . . . . .	98
Transcript, College . . . . .	51
Transcript Fee . . . . .	56
Transcripts, High School . . . . .	51
Transfer Students . . . . .	48
Transient Students . . . . .	49
Trustees . . . . .	3
Tuition . . . . .	56
U	
University Parallel List . . . . .	79
Unpaid Accounts . . . . .	68
V	
Veterans Administration Benefits . . . . .	62
Vocational Rehabilitation Scholarships . . . . .	42
W	
Water and Wastewater Technology . . . . .	211
Welfare Worker . . . . .	230
Winter Term Calendar . . . . .	5
Withdrawals . . . . .	61
Work Study Program . . . . .	42
Workshop Fees . . . . .	61
Work Study . . . . .	42
Writing, Creative . . . . .	120
Y	
Yearbook . . . . .	44
Z	
Zoology . . . . .	209

MAIN CAMPUS – PALM BEACH JUNIOR COLLEGE

LEGEND

- 1. Gymnasium
- 2. Student Center
- 3. Cafeteria
- 4. Student Publications
- 5. Science Bldg.
- 6. Social Science
- 7. Student Personnel
- 8. Security Office
- 9. Bookstore
- 10. Central Receiving
- 11. Mechanical Plant
- 12. Basic Studies
- 13. Finance Office
- 14. Administration
- 15. Data Processing
- 16. Library
- 17. Business Bldg
- 18. Patio
- 19. Technical Bldg.
- 20. Technical Lab Bldg.
- 21. Dental Health Bldg.
- 22. Auditorium
- 23. Humanities
- 24. Food Service Mst.
- 25. Visitor Parking
- 26. Law Enforcement





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